

ASIAL eLearning courses – powered by **ELMO** Software!

Information Technology and Artificial Intelligence Courses

At the end of each module, you will be asked to undertake an online assessment to check your understanding of the key concepts presented.

Acceptable Internet Use

About This Module

Our organisation provides technology systems, devices and facilities to all staff to allow them to perform their duties. When using these systems, devices and facilities, and in particular the internet, you are expected to adhere to our Acceptable Use Policy.

This module aims to develop your understanding of our Acceptable Use Policy and to make you aware of your responsibilities in regard to acceptable internet use.

You should allow approximately 30 minutes to complete this module.

Cyber Security Awareness

About This Module

Our organisation collects, stores and uses data on a daily basis. Data forms part of our core function and includes personal information received from third parties, customers and our employees. Data can be stored onsite, offsite at an independent service provider's premises or in the cloud. It is our responsibility to ensure that the data in our care, especially sensitive information, is secure.

This module focuses on our protection of the personal information in our possession, ways in which the security of that information might become threatened and how we aim to ward off cyber attacks.

The module is divided into four units:

1. What Is Cyber Security?
2. The Notifiable Data Breach Scheme
3. Understanding Our Response to a Data Breach
4. Third-Party SaaS Providers

You should allow approximately 30 minutes to complete this module.

Cyber Security Awareness for Managers

About This Module

Our organisation collects, stores and uses data on a daily basis. Data forms part of our core function and includes personal information received from third parties, customers and our employees. Data can be stored onsite, offsite at an independent service provider's premises or in the cloud. It is our responsibility to ensure that the data in our care, especially sensitive information, is secure.

This module focuses on our protection of the personal information in our possession, ways in which the security of that information might become threatened and how we aim to ward off cyber attacks.

The module is divided into four units:

1. What Is Cyber Security?
2. The Notifiable Data Breach Scheme
3. Understanding Our Response to a Data Breach
4. Third-Party SaaS Providers

You should allow approximately 30 minutes to complete this module.

Electronic Communication and Social Media

About This Module

Electronic communication and social media tools provide our organisation with the opportunity to engage with clients and other stakeholders online.

Our organisation acknowledges the importance of using electronic tools and encourages responsible and ethical online behaviour. However, we also recognise that there are a number of risks associated with their use.

This module will increase your awareness of these risks and provide you with tips to minimise them.

You should allow approximately 40 minutes to complete this module.

Ethical AI Use in Business Writing

About This Module

Navigating the complexities of artificial intelligence (AI) can seem daunting. However, it is essential to understand these complexities as AI tools become more common in our business operations.

This module has been designed to guide you in the ethical use of AI in your daily professional writing.

This module has been divided into three units:

1. The Benefits of AI Writing Tools
2. Ethical Concerns with AI Writing Tools
3. Ethical AI Best Practice

You should allow approximately 25 minutes to complete this module.

Information Security Management

About This Module

Information is a critical asset for the successful operation of all organisations.

The misuse, loss or inappropriate release of confidential information to unauthorised individuals can have serious impacts on our organisation and other key stakeholders.

Our organisation is dedicated to keeping business, confidential and personal information safe and secure at all times.

This module has been designed to increase your awareness and understanding of information security in the workplace. It will also outline your responsibilities for keeping information secure and introduce you to the fundamentals of information security.

You should allow approximately 40 minutes to complete this module.

Introduction to AI Prompting

About this module

This module is designed to introduce you to basic techniques for creating effective **prompts** for Artificial Intelligence (AI), specifically Large Language Models (LLMs). These techniques can help you achieve your desired outcomes for a variety of tasks. This module is designed for anyone who wants to learn to use AI more effectively and no prior technical expertise is required.

This module is divided into four units:

1. Introduction to AI Prompt Engineering
2. The Fundamentals of Prompt Design
3. Basic Prompt Engineering Techniques
4. Addressing Challenges in AI Output

PLEASE NOTE: Engineering = Prompt Fundamentals

You should allow approximately 30 minutes to complete this module. At the end of the module, you will be asked to undertake an online assessment to check your understanding of the key concepts presented.

Introduction to Workplace Data

About This Module

Our organisation collects data and uses it for a range of purposes. As part of your employment, you may notice us collecting data at different times and will probably see different statistics, ratios or other findings in reports or hear us discuss data in different presentations.

To give you a brief introduction to why and how we collect, analyse and use workplace data, we have developed this module.

You should allow approximately 15 minutes to complete this module.

Leveraging AI: Being Future-Ready

About this module

Artificial Intelligence (AI) is rapidly transforming industries, workplaces and daily life. Therefore, understanding and leveraging AI is increasingly important for professional success. This module is designed to guide you through the fundamentals of AI, explore its vast applications and empower you to think strategically about how you can leverage AI and be future-ready.

This module is divided into four units:

1. AI Fundamentals
2. Applications and Impact of AI
3. Identifying Opportunities for AI Integration
4. Ethical and Responsible AI Use

You should allow approximately 25 minutes to complete this module. At the end of the module, you will be asked to undertake an online assessment to check your understanding of the key concepts presented.

Managing Data Security in an AI-Driven World

About this module

While AI offers great opportunities for innovation and efficiency, it also introduces new and complex data security challenges. This module is designed to equip managers, leaders, data security workers and people with responsibility for creating, managing and / or implementing AI systems with essential knowledge for navigating these challenges and implementing effective data security practices in an AI-driven environment.

This module is divided into four units:

1. Understanding AI and Its Security Landscape
2. AI Data Security Governance and Lifecycle Management
3. Implementing Secure AI Data Practices
4. Ethical, Legal and Organisational Considerations

You should allow approximately 40 minutes to complete this module. At the end of the module, you will be asked to undertake an online assessment to check your understanding of the key concepts presented.

The Voluntary AI Safety Standard

About This Module

In response to the rise of Artificial Intelligence (AI) in both organisations and everyday use, the Australian Government has created the Voluntary AI Safety Standard that provides guidance to safe and responsible development, deployment and use of AI systems.

This module has been developed to provide an overview of the Voluntary AI Safety Standard, outlining the key guardrails in place designed to help organisations

mitigate risk and deploy safe and responsible AI systems.

This module is divided into two units:

1. Introduction to the Voluntary AI Safety Standard
2. Applying the Standard

You should allow approximately 30 minutes to complete this module. At the end of the module, you will be asked to undertake an online assessment to check your understanding of the key concepts presented.

Password Management

About This Module

Our organisation is committed to ensuring that the information systems we use are as secure as possible. It is therefore important that everyone in our organisation:

- Understands the importance of password management;
- Has the skills to create strong passwords and keep them secure.

This module has been designed to help you understand good practice in relation to password management.

You should allow approximately 20 minutes to complete this module.