

Unit Title: Using Collaborative Technologies
Unit Level: Three
Unit Credit Value: 6
GLH: 45
AIM Awards Unit Code: CP5/L3/EA/001
Unique Reference Number: T/502/4380

This unit has 4 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Stay safe and secure when with collaborative technology	1.1. Explain what and why guidelines need to be established for working with collaborative technology 1.2. Develop and implement guidelines for good practice in working with collaborative technology 1.3. Explain how to establish an identity or present information that will promote trust 1.4. Develop and implement guidelines for checking the authenticity of identities and different types of information 1.5. Analyse and plan for the risks in the use of collaborative technologies for different tasks 1.6. Analyse and manage risks in the use of collaborative technologies

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LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
2. Plan and set up IT tools and devices for collaborative working	2.1. Explain the features, benefits and limitations of different collaborative IT tools and devices for work purposes and tasks 2.2. Determine the IT tools and processes needed for archiving the outcomes of collaborative working 2.3. Summarise ways to integrate different collaborative technology tools and devices for a range of purposes, tasks and communication media 2.4. Explain potential access and compatibility issues with integrating different collaborative technology tools and devices 2.5. Select, connect and configure combinations that exploit the capabilities and potential of collaborative tools and devices 2.6. Resolve access and compatibility problems so that different collaborative tools and devices work successfully

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LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
3. Prepare collaborative technologies for use	3.1. Evaluate data management principles, issues and methods 3.2. Manage levels of access and permissions for different purposes 3.3. Select and integrate different elements across applications to create environments for collaborative technologies 3.4. Set and adjust settings to facilitate use of collaborative technologies by others 3.5. Manage data flow to benefit collaborative working
4. Manage tasks using collaborative technologies	4.1. Determine levels of responsibility for the use of collaborative technologies 4.2. Facilitate others' responsible contributions to and engagement with collaborative technologies 4.3. Manage the moderation of collaborative technologies 4.4. Oversee the archiving of the outcomes of collaborative working 4.5. Explain what problems can occur with collaborative technologies 4.6. Respond to problems with collaborative technologies and be prepared to help others to do so

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ASSESSMENT INFORMATION

Specific Requirements for Assessment and delivery of this unit.

ASSESSMENT AND DELIVERY INFORMATION

Centre devised assessment tasks should be approved by the internal verifier for the course before delivery takes place in order to ensure the assessment is fit for purpose and meets the standards required.

Delivery Requirements/Recommendations

Assessment tasks will be devised to meet needs of the learning group and to cover all the criteria.

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Owner:	e-skills UK
Unit Grading Structure	PASS
Sector Subject Areas (SSA)	6.2 IT For Users
Unit Review Date (dd/mm/yyyy)	31/12/2018
Availability for Use	Shared – open to all AOs to award credit
Restricted organisations	N/A
Assessment Guidance	See IT User Assessment Strategy available from www.e-skills.com
Equivalences	N/A