

Unit 212 Use IT systems Level 2

Unit Summary

Set up and use different types of hardware, access data from different storage media networks and know how to avoid common security risks and restrict access to software and data. This is based on the e-skills Area of Competence: Use IT Systems, Level 2 unit.

Skills

You will apply the following skills:

- Organising
- Planning
- Using technology

Performance Indicators

You will:

1. Connect up a computer with other hardware and storage media safely
2. Link a computer to other hardware safely
3. Access files on a local area network (LAN) or a wide area network (WAN)
4. Set password levels on software and data
5. Make backups of operating system data, where necessary
6. Download software patches to fix any security flaws
7. Take action to keep risks to a minimum, when downloading software
8. Take action to avoid risks from receiving and opening attachments from emails

Knowledge

You will know:

1. What most types of computer hardware are
2. What storage media are available, such as hard disc, floppy discs or CD ROMs
3. How to use most types of hardware and storage media
4. What errors and problems can be corrected from experience, to do with most hardware and storage media; most software; combinations of hardware and software; data and viruses
5. Ways to keep risks to people to a minimum
6. Ways to keep risks to hardware to a minimum
7. Risks of downloading software from the internet
8. Where and how to find advice on common errors with hardware and software

Evidence requirements

This section is aimed at the assessor and sets out the evidence requirements for this unit.

1. Evidence for this unit is generated when your candidate is carrying out real work in a private sector organisation, not-for-profit organisation or public service organisation, whether full-time or part-time, paid or voluntary.
2. For this unit, evidence may be collected in an approved Realistic Working Environment or an extended work placement.
3. Simulation is allowed for this unit. Simulation refers to the simulation of work tasks and activities, not to the use of IT. The techniques involved in using IT must always be assessed at least in part through evidence gained from practical tasks or activities. All assessment must be based on the use of real IT software and hardware to carry out tasks and activities that may be simulated. Where tasks and activities are simulated they must be undertaken in an approved Realistic Working Environment.
4. Evidence must show that your candidate has consistently met the standard over a sufficient period of time for you to consider the candidate competent.
5. You may use the following assessment methods when assessing this unit:

Performance evidence	Observation	Yes
	Examination of work products	Yes
Supplementary evidence	Witness testimony	Optional
	Questions *	Yes

*This includes verbal and written questioning, questionnaires, work based tasks, reflective accounts, case studies, professional discussion and feedback reports.

6. Your candidate needs to demonstrate the following skills and techniques by carrying out **at least two** comprehensive tasks to demonstrate their competence in:

Setting up computer hardware and storage media. Evidence will include:

- Connecting up a computer and other hardware and storage media safely
- Linking a computer to other hardware safely

Accessing files, networks and network software. Evidence will include:

- Accessing files on a local area network (LAN) or a wide area network (WAN)

Protecting hardware, software and data. Evidence will include:

- Setting password levels on software and data
- Making backups of operating system data
- Downloading software patches to fix any security flaws
- Taking appropriate action to keep risks to a minimum, when downloading software
- Taking action to avoid risks from receiving and opening attachments from e-mails.

7. Evidence generated for this unit may contribute towards Unit 201:

- Communicate information
- Plan and be accountable for your work

- Improve your own performance
- Behave in a way that supports effective working

and Unit 202

- Work to achieve your organisation's purpose and values
- Support sustainability
- Maintain security and confidentiality