

Open Awards Qualification Unit



Form OAQU

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1 Unit Details

Unit Title:	Using Collaborative Technologies
QAC Code:	L/506/3380
Level:	Level 2
Credit Value:	4
Minimum GLH:	30

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Stay safe and secure when working with collaborative technology	1.1 Take appropriate steps to avoid risks when working with collaborative technology, in line with relevant guidelines
	1.2 Explain what risks there may be in using collaborative technology and how to keep them to a minimum
	1.3 Use appropriate methods to promote trust when working collaboratively
	1.4 Carry out appropriate checks on others' online identifies and different types of information
	1.5 Identify and respond to inappropriate content and behaviour
2. Plan and set up IT tools and devices for collaborative working	2.1 Describe the purposes for using collaborative technologies
	2.2 Describe what outcomes are needed for collaborative working and whether or not archiving is required
	2.3 Describe the roles, IT tools and facilities needed for collaborative tasks and communication media

	2.4	Describe the features, benefits and limitations of different collaborative technology tools and devices
	2.5	Describe the compatibility issues in different combinations of collaborative tools and devices
	2.6	Select and appropriate combination of IT tools and devices to carry out collaborative tasks
	2.7	Connect and configure the combination of IT tools and devices needed for a collaborative task
3. Prepare collaborative technologies for use	3.1	Describe what access rights and issues others may have in using collaborative technologies
	3.2	Assess what permissions are needed for different users and content
	3.3	Set up and use access rights to enable others to access information
	3.4	Set up and use permissions to filter information
	3.5	Adjust settings so that others can access IT tools and devices for collaborative working
	3.6	Select and use different elements to control environments for collaborative technologies
	3.7	Select and join networks and data feeds to manage data to suit collaborative tasks
4. Contribute to tasks using collaborative technologies	4.1	Describe rules of engagement for using collaborative technologies
	4.2	Enable others to contribute responsibly to collaborative tasks
	4.3	Present relevant and valuable information
	4.4	Moderate the use of collaborative technologies
	4.5	Archive the outcome of collaborative working
	4.6	Assess when there is a problem with collaborative technologies and when to get expert help
	4.7	Respond to problems with collaborative technologies