

Open Awards Qualification Unit



This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Safety and Wellbeing in a Digital Working Environment
Unit Reference Number:	A/618/2505
Level:	3
Credit Value:	3
Minimum GLH:	22

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand how to protect a range of devices and data	1.1 Explain the importance of protecting own personal and financial data
	1.2 Explain the importance of protecting a range of devices
	1.3 Explain the potential security risks associated with digital technology
	1.4 Explain how passwords effectively protect devices
2. Know how to protect own devices and personal data	2.1 Demonstrate the use of security software to protect a range of devices
	2.2 Explain how to ensure information accessed is from trustworthy sources
	2.3 Identify websites and emails which may not be genuine
	2.4 Outline appropriate steps to protect own personal and financial data
3. Know how to protect organisational data and transactions	3.1 Research legislation and organisational procedures related to protection of personal and financial data
	3.2 Follow organisational procedures when finding, storing, processing and transmitting data
	3.3 Conduct online transactions in line with organisational procedures using appropriate safeguards to protect individuals and the organisation.

	3.4	Report inappropriate activity and potential security breaches
4. Know how to use visual display screen equipment in line with health and safety legislation and procedures	4.1	Outline the legislation in place to protect employees
	4.2	Outline employer responsibilities to protect employees
	4.3	Demonstrate the use of display screen equipment safely and appropriately
5 Understand how to manage own digital wellbeing	5.1	Explain the types and causes of potential physical and psychological stresses of working with devices
	5.2	Discuss what action may be taken to reduce or minimise physical and psychological stress
	5.3	Outline strategies to maintain wellbeing avoiding/overcoming cyberbullying and coercion

Learning Outcome 1 - Indicative Content

Online safety is key to effective use of digital technology and social media and of great importance to employers as well as individual and therefore it is a critical skill that people need for their own personal and professional lives. Learners should understand the legal framework in place to protect individuals and organisations online, including; Copyright, GDPR, Malicious Communications Act 1988, Communications Act 2003. They should also understand the purpose of passwords, usernames and emails as unique identifiers and how to ensure these are used to protect individuals and organisations.

Other matters that learners for consideration are the physical security and secure working practices ie locking devices out of sight, using screen protectors in public spaces to obscure the screen, using biometric readers to secure devices, desktop locks to physically lock a device to the desk, motion detectors. Using passwords and biometric access methods, locking screens when stepping away, not downloading and installing software without IT approval, login out of unused services, using a password manager, dual/multifactor authentication, data encryption, cloud backup services. Also understanding the pros and cons of using public WiFi services.

This outcome can be demonstrated separately or across the range of other units including managing information, content creation, communication and collaboration and digital career development.

Learners will consider a range of factors which may pose a risk to a range of devices including, tablets, phones, laptops and PCs.

Learning Outcome 2 - Indicative Content

Damage to devices and data is always present from viruses, phishing and every changing sources. Learners should understand the impact of not protecting their devices sufficiently and develop effective routines which ensure they regularly update software to maximise the security of their devices and data.

Security of personal and financial data is critical to preventing identity fraud and learner should demonstrate that they understand the risks associated with not keeping information and data secure both for themselves and for others.

These principles are key to ensuring learners operate safely and securely in a business environment and will appear throughout this qualification.

Learners will describe how to keep themselves and their organisation safe online using the appropriate software and practices.

Learning Outcome 3 - Indicative Content

Learners must demonstrate making safe transactions or using data in their place of work (work experience or employment). They must demonstrate safe use when making transactions, searching for information and storing data.

Demonstrate an awareness of hacking, malware, scams, viruses, ransomware, trojans, phishing, social engineering to extract data and basic steps to avoiding, draw on notes above.. Need to follow working policy and procedure of [place of employment].

Also consider:

Understanding what personal data is and data that needs protection.

How to transmit data safely

Knowing when a breach might have occurred

Reporting potential and actual breaches – normally to the Data Protection Officer or IT Security Officer.

Understanding what personal data is and data that needs protection.

How to transmit data safely

Knowing when a breach might have occurred

Reporting potential and actual breaches – normally to the Data Protection Officer or IT Security Officer.

Learning Outcome 4 - Indicative Content

Learner need to understand the Health and Safety at Work Act and the Visual Display Screen regulations, the employer and employee responsibilities to provide a safe working environment and undertaken risk assessments.

Learning Outcome 5 - Indicative Content

The learner needs to understand the types and causes of potential physical and psychological stresses of working with devices. They should have an understanding of the health and safety legislation related to using visual display screens and ergonomics.

What action could and should be taken to reduce or minimise physical and psychological stress – good posture, taking breaks.

Avoiding/overcoming cyberbullying and coercion