## Open Platforms and Digital Skills


[1]
 Digital Skills
 Digital Skills

Level 2
Certificate
(ofqual Register Link)
[4]

RQF LEVEL DESCRIPTORS
[5]

## Level 2

## Level 2, Unit 1 - The understanding of digital platforms and open standards ( 3 credits)

## 1. Understand the structure and properties of digital material

1.1 I can understand the nature of digital material [6]
1.2 I can describe different types of digital material [9]
1.3 I can demonstrate how different types of digital material are captured [12]
1.4 I can demonstrate how digital material becomes information [15]
1.5 I can describe why digital material is used for specific purposes [18]

## 2. Plan, design and use digital information in appropriate ways

2.1 I can understand how to use digital information for different purposes [7]
2.2 I can describe how digital information can affect outcomes [10]
2.3 I can demonstrate digital information in a number of different applications [13]
2.4 I can describe the ways that digital information is designed to be used in different situations [16]
2.5 I can demonstrate the relationship between digital material I create and how it is used [19]

## 3. Analyse and evaluate the control of digital information

3.1 I can evaluate the need for control of the use of digital information [8]
3.2 I can describe the misuse of digital information [11]
3.3 I can discuss the laws that apply to digital information [14]
3.4 I can discuss and describe the open standards that apply to information [17]
3.5 I can describe and evaluate my own digital material in terms of laws and standards [20]

## Level 2, Unit 2 - The management of digital platforms

# and the application of digital skills (3 credits) 

## 1. Understand the way digital information is managed and modified

1.1 I can appreciate the need for the management of digital material [22]
1.2 I can outline the ways that digital material is managed and stored [25]
1.3 I can explain the issues related to the volume of data now being collected and stored [28]
1.4 I can discuss the need for open standards when sharing information [31]
1.5 I can describe the difference between local and remote storage solutions with working examples [34]
1.6 I can recommend storage solutions based on specific requirements [37]

## 2. Plan, create and manage different digital material as required

2.1 I can create and modify different forms of storage for my digital material [23]
2.2 I can describe the file formats and standards required for my digital information needs [26]
2.3 I can import and export different digital materials and merge the results as required [29]
2.4 I can collaborate with colleagues on digital information projects [32]
2.5 I can organise shared digital information to make collaborative work more efficient [35]
2.6 I can apply the permissions and access rights required for successful collaborative work [38]

## 3. Assess the strengths and weaknesses of digital material management and systems

3.1 I can determine the best type of system management to use for a given project [24]
3.21 can explain best practices in information management for a given project and set of needs [27]
3.3 I can demonstrate why specific file types are most appropriate for collaborative work [30]
3.4 I can analyse and recommend the best tools for collaborative project work [33]
3.5 I can demonstrate the strengths and weaknesses of collaborative tools [36]
3.6 I can write a report outlining my findings and present these to an audience for feedback [39]

## Level 2, Unit 3 - The evolution of threats to digital platforms and the skills required to counter these threats ( 3 credits)

[^0]
## 1. Understand the different risks associated with online digital material

1.1 I understand that digital material is a valuable commodity [41]
1.21 appreciate that digital material can be stolen if unprotected or badly managed [44]
1.3 I can describe the ways that digital material is threatened [47]
1.4 I can detail the ways that digital material can be protected [50]
1.5 I can explain the different types of threat currently in action [53]
1.6 I can explain the threats to my personal safety from online activity [56]

## 2. Plan, create and deploy systems and processes to minimise threats

2.1 I can describe the processes I use to protect my digital material [42]
2.2 I can describe the systems I use to protect my digital material [45]
2.3 I can describe the nature of different threats [48]
2.4 I can create a working system that protects my digital material [51]
2.5 I can explore
alternative methods to prevent future attacks on my digital material [54]
2.6 I can explain how different types of online activity bring with them a variety of risks to personal data and security [57]

## 3. Analyse and apply tools and systems to minimise threats to digital material

3.1 I can analyse the latest hardware technologies to prevent attacks on digital material [43]
3.2 I can analyse the latest software technologies to prevent attacks on digital material [46]
3.3 I can evaluate the current threats to my personal digital material and explain which offer the greatest risks [49]
3.4 I can evaluate the best methods of protection and recommend protocols to minimise the threat of attacks [52]
3.5 I can recommend systems to enhance security [55]
3.6 I can provide cogent advice to other online users about being safe online [58]

## Level 2, Unit 4 - Extended Project. Planning, executing and evaluating systems ( 6 credits)

| 1. | 2. Plan a | 3. Create a | 4. Create a | 5. Analyse |
| :--- | :--- | :--- | :--- | :--- |
| Understand | secure | secure | test regime | and assess |
| what is | working | working | to ensure | the |
| required of | digital | digital | the | security |
| a digital | profile to <br> promote | profile to <br> promote | security | and effecti | and effecti | peness of |
| :--- |
| profile to |
| promote |
| my skills |
| my skills |

[^1]
## my <br> knowledge and skills <br> to different audiences in a secure manner

1.11 can
understand the
ways to
present myself
suitably online
understanding
who the
audience is for
my digital
profile [60]
1.21
understand
who to discuss
issues and problems with in an online context [65]

### 1.31

understand different systems and applications and file-types to use for my digital profile [70]

### 1.41

 understand the common risks to my personal data from maintaining an online presence [75]
### 1.51

understand the
possible
constraints
local and or
wider that
could affect the
way that I
tackle this brief [80]

## and unders <br> tanding in <br> a secure <br> manner <br> and unders <br> tanding in <br> a secure <br> manner

### 2.1 I can

produce a working plan, including timescales and success criteria, for the production of my digital profile [61]

| plan | 3.2 |
| :---: | :---: |
| will clearly | appropriate |
| identify | digital |
| applications | applications |
| and file-types | and file-types |
| to use for my | to present my |
| digital profile | online profile |
| [66] | [67] |

4.2 I can test
my system
against success
criteria I
developed at
the research
and planning
stage [68]
3.3 I can
protect my
system against
the most
common
attacks [72]
my profile
3.1 I can
create a
working system to manage my digital skills and knowledge [62]

### 4.31 can

respond to feedback on my digital profile and modify my
2.4 My plan
takes effective
steps to ensure
that I comply
with local or
wider
constraints [76]
2.4 My plan steps to ensure that I comply with local or wider constraints [76]
system accordingly [73]

| 4.1 I can use a <br> range of data, | 5.1 I can use <br> digital as well |
| :--- | :--- |
| expected, | as other |
| exexpected | methods for |
| und extreme to | gathering |
| and est my profile | feedback on <br> tes3] |
| my digital <br> profile [64] |  |

5.1 can use
digital as well as other methods for gathering feedback on profile [64]
5.21 can reflect critically on my digital profile against clear objectives including its security [69]
5.31 can justify the tools lused to create my digital profile [74]
5.41 can describe ways that I could further improve my digital portfolio over the coming years [79]
5.5 I can
evaluate the
tools that I
used and recommend them to other users based upon productivity and efficiency

Source URL: https://theingots.org/community/opds

## Links

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[2] https://theingots.org/community/sites/default/files/uploads/user4107/OPDSL2-Exam-MarkScheme_0.pdf
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[5] https://theingots.org/community/RQF_Levels
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## Open Platforms and Digital Skills

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[82] https://theingots.org/community/opds/2u4i


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[^1]:    (function(i,s,o,g,r,a,m) \{i['GoogleAnalyticsObject']=r;i[r]=i[r]||function()\{ (i[r].q=i[r].q||[]).push(arguments)\},i[r].|=1*new
     \})(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');

