Open Platforms and Digital Skills



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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

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and the application of digital skills (3 credits)

1. Understand the way digital information is managed and modified	2. Plan, create and manage different digital material as required	3. Assess the strengths and weaknesses of digital material management and systems
1.1 I can appreciate the need for the management of digital material [22]	2.1 I can create and modify different forms of storage for my digital material [23]	3.1 I can determine the best type of system management to use for a given project [24]
1.2 I can outline the ways that digital material is managed and stored [25]	2.2 I can describe the file formats and standards required for my digital information needs [26]	3.2 I can explain best practices in information management for a given project and set of needs [27]
1.3 I can explain the issues related to the volume of data now being collected and stored [28]	2.3 I can import and export different digital materials and merge the results as required [29]	3.3 I can demonstrate why specific file types are most appropriate for collaborative work [30]
1.4 I can discuss the need for open standards when sharing information [31]	2.4 I can collaborate with colleagues on digital information projects [32]	3.4 I can analyse and recommend the best tools for collaborative project work [33]
1.5 I can describe the difference between local and remote storage solutions with working examples [34]	2.5 I can organise shared digital information to make collaborative work more efficient [35]	3.5 I can demonstrate the strengths and weaknesses of collaborative tools [36]
1.6 I can recommend storage solutions based on specific requirements [37]	2.6 I can apply the permissions and access rights required for successful collaborative work [38]	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)

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1. Understand the different risks associated with online digital material	2. Plan, create and deploy systems and processes to minimise threats	3. Analyse and apply tools and systems to minimise threats to digital material
1.1 I understand that digital material is a valuable commodity [41]	2.1 I can describe the processes I use to protect my digital material [42]	3.1 I can analyse the latest hardware technologies to prevent attacks on digital material [43]
1.2 I appreciate that digital material can be stolen if unprotected or badly managed [44]	2.2 I can describe the systems I use to protect my digital material [45]	3.2 I can analyse the latest software technologies to prevent attacks on digital material [46]
1.3 I can describe the ways that digital material is threatened [47]	2.3 I can describe the nature of different threats [48]	3.3 I can evaluate the current threats to my personal digital material and explain which offer the greatest risks [49]
1.4 I can detail the ways that digital material can be protected [50]	2.4 I can create a working system that protects my digital material [51]	3.4 I can evaluate the best methods of protection and recommend protocols to minimise the threat of attacks [52]
1.5 I can explain the different types of threat currently in action [53]	2.5 I can explore alternative methods to prevent future attacks on my digital material [54]	3.5 I can recommend systems to enhance security [55]
1.6 I can explain the threats to my personal safety from online activity [56]	2.6 I can explain how different types of online activity bring with them a variety of risks to personal data and security [57]	3.6 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. Understand what is required of a digital profile to promote	2. Plan a secure working digital profile to promote my skills	3. Create a secure working digital profile to promote my skills	4. Create a test regime to ensure the security and effecti veness of	5. Analyse and assess the security and effecti veness of my profile

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my knowledge and skills to different audiences in a secure manner	and unders tanding in a secure manner	and unders tanding in a secure manner	my profile	
1.1 I can understand the ways to present myself suitably online understanding who the audience is for my digital profile [60]	2.1 I can produce a working plan, including timescales and success criteria, for the production of my digital profile [61]	3.1 I can create a working system to manage my digital skills and knowledge [62]	4.1 I can use a range of data, expected, unexpected and extreme to test my profile [63]	5.1 I can use digital as well as other methods for gathering feedback on my digital profile [64]
1.2 I understand who to discuss issues and problems with in an online context [65]	2.2 My plan will clearly identify applications and file-types to use for my digital profile [66]	3.2 I can use appropriate digital applications and file-types to present my online profile [67]	4.2 I can test my system against success criteria I developed at the research and planning stage [68]	5.2 I can reflect critically on my digital profile against clear objectives including its security [69]
1.3 I understand different systems and applications and file-types to use for my digital profile [70]	2.3 I can use plans to manage the security of my profile [71]	3.3 I can protect my system against the most common attacks [72]	4.3 I can respond to feedback on my digital profile and modify my system accordingly [73]	5.3 I can justify the tools I used to create my digital profile [74]
1.4 I understand the common risks to my personal data from maintaining an online presence [75]	2.4 My plan takes effective steps to ensure that I comply with local or wider constraints [76]	3.4 My system conforms to all legal and local constraints [77]	4.4 I can test my system against the most common attacks [78]	5.4 I can describe ways that I could further improve my digital portfolio over the coming years [79]
1.5 I understand the possible constraints local and or wider that could affect the way that I tackle this brief [80]				5.5 I can evaluate the tools that I used and recommend them to other users based upon productivity and efficiency

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savings they produce. [81]

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