

Open Platforms and Digital Skills

HANDBOOK Open Platforms and Digital Skills	Exam Mark Scheme Open Platforms and Digital Skills	Sample Project Brief Open Platforms and Digital Skills	Level 2 Certificate (Ofqual Register Link)	RQF LEVEL DESCRIPTORS
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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

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]

[3.2 I 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)

1. Understand the different risks associated with online digital material

[1.1 I understand that digital material is a valuable commodity](#) [41]

[1.2 I 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. 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 effectiveness of

5. Analyse and assess the security and effectiveness of my profile

my knowledge and skills to different audiences in a secure manner	and understanding in a secure manner	and understanding 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 [81]

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