Silver - Unit 20 - Using Mobile IT Devices

Relevant LINKS

BACK TO ITQ UNITS **[1]**

Handbook home page **[2]**

Overview

This is the ability to select, use and maintain a suitable mobile IT device to carry out a range of appropriate tasks. It includes understanding the capabilities of the device, the types of applications available, and the types of tasks for which it is suitable, as well as the skills and techniques needed to use the device appropriately and effectively.

This unit is about the skills and knowledge needed by an IT User to use mobile IT devices and techniques appropriately for straightforward or routine information. Any aspect that is unfamiliar will require support and advice from others. **Mobile IT devices and techniques will be defined as 'basic' because:**

- the mobile, tools and functions involved will be pre-defined or commonly used
- the range of inputting, manipulation and outputting techniques are straightforward or routine
- data types and structure will be predetermined or familiar

Example of context: Using a mobile IT device to collect data on a field trip

Activities supporting the assessment of this award **[3]**

Assessor's guide to interpreting the criteria

General Information

- Bronze 3 is the same as Entry Level 3 in the Qualification Credit Framework. It is mapped to the National curriculum at levels 3 and 4.
- The definition of an entry level qualification is to recognize basic knowledge and skills and the ability to apply learning in everyday situations under direct guidance or supervision. Learning at this level involves building basic knowledge and skills and is not geared towards specific occupations.
- The criteria are designed to provide opportunities to promote numeracy, literacy and social skills as well as ICT capability and are fully compatible with the UK National Curriculum

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programmes of study with some strengthening of important contemporary issues related to open systems providing support for PLTS and citizenship.

- Bronze 3 is designed to promote a wider range of participation by providing a progression pathway from Bronze 2 to Level 1 in the QCF and from national curriculum levels 3 and 4 to level 5.

- The specification for the Entry Level 3 certificate provides an outcome framework for assessment and is not intended to dictate any particular context for learning and so can be used with young children or adults.

Requirements

- Standards must be confirmed by a trained Silver Level Assessor or higher

- Assessors must at a minimum record assessment judgement as entries in the on-line mark book on the INGOTs.org Markbook Site.

- Routine evidence of work used for judging assessment outcomes in the candidates' records of their day to day work will be available from their e-portfolios and on-line work. Assessors should ensure that relevant web pages are available to their account manager on request by supply of the URL.

- When the candidate provides evidence of matching all the criteria to the specification subject to the guidance below, the assessor can request the award using the link on the certification site. The Account Manager will request a random sample of evidence from candidates' work that verifies the assessor's judgement.

- When the Account Manager is satisfied that the evidence is sufficient to safely make an award, the candidate's success will be confirmed and the unit certificate will be printable from the web site.

- This unit should take an average level 1 learner 20 hours of work to complete.

Assessment Method

Assessors can score each of the criteria L, S, H. N indicates no evidence and is the default starting position. L indicates some capability but secure capability has not yet been achieved and some help is still required. S indicates that the candidate can match the criterion to its required specification. H indicates performance that goes beyond the expected in at least some aspects. Candidates are required to achieve at least S on all the criteria to achieve the unit.

Expansion of the assessment criteria

1. Setup the mobile device to meet needs

1.1 I can setup the mobile device for use

Evidence: Candidates demonstration and assessor observations

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Additional information and guidance

In order to use some mobile device, the candidates need to be comfortable setting it up and accessing the required applications and software to carry out the task they are working on or about to work on. It might be useful to have a videolog of students undertaking this exercise to show and explain what device they are using, how they are using it and what they have done to prepare it for their task at hand.

1.2 I can use mobile device interface features effectively

Evidence: Candidates' working files or portfolio reflections.

Additional information and guidance

Candidate should show that they can use the features of the device effectively, such as selecting appropriate applications to get their tasks completed. Users should also demonstrate they are comfortable with the device, whether by using their fingers or a stylus.

1.3 I can identify when and how to adjust device settings

Candidates should be able to demonstrate they can make basic changes to a device, such as background images or moving apps around.

Evidence: Assessor witnessing.

Additional information and guidance

Candidates should be comfortable with the settings of the interface and be able to change it in ways to suit their needs. These could be cosmetic changes, such as colours and backgrounds, but could also extend to changing some of the layout or available applications as locally allowed.

1.4 I can adjust device settings to meet needs

Candidates should be able to demonstrate they know the interface well enough to adjust it for someone else's needs.

Evidence: Assessor witnessing. Centre set test or task.

Additional information and guidance

The devices used may well be shared among many different groups and candidates should be given the opportunity to demonstrate that once they have the device they can adjust it to work for them.

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1.5 I can follow guidelines and procedures for the use of mobile devices

Candidates should be able to demonstrate they know how to use devices in line with local guidelines.

Evidence: Assessor witnessing.

Additional information and guidance

The school or college will have a policy on the use of mobile devices and students will need to sign off that they understand this and will abide by the guidelines.

2. Use applications and files on the mobile device

2.1 I can select and use applications and files on the mobile device for an appropriate purpose

Candidates should use the devices to carry out tasks and evidence effectiveness.

Evidence: Candidate's work and assessor witnessing the process. Centre set test or task to identify simple problems and fix them.

Additional information and guidance

Candidates will need to show a basic awareness that they understand the purpose, such as a pre-set task, and show that they can choose the right application to fulfil the task effectively.

2.2 I can input data accurately into a mobile device

Candidates should show they have an understanding of how to gather data using the device.

Evidence: Candidates work and assessor observations

Additional information and guidance

The nature of the data being input to the device will vary as the students could use the device to input numbers into a spreadsheet application for measuring data, but could also use it to record

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audio, video or graphical data. In each case they will need to show they can choose the correct application and are aware of the needs of the data collection. For example, not being in a noisy environment (if possible) when imputing audio data, or not being in too light or too dark areas when inputting images and video data.

2.3 I can organise, store and retrieve data on a mobile device

Candidates should use the devices to carry out tasks and evidence effectiveness.

Evidence: Candidate's work and assessor witnessing the process. Centre set test or task to identify simple actions and procedures.

Additional information and guidance

Candidates will need to show some level of skill in managing the data on their device once it has been gathered. This may be creating data folders to organise material and being able to reference where material is, such as images in gallery applications.

3. Setup the mobile device to meet needs

3.1 I can transfer information to and from a mobile device

Evidence: Candidates demonstration and assessor observations.

Additional information and guidance

Candidate should show that they can use the transmission features of the device identified.

3.2 I can identify why it is important to stay safe, keep information secure and to respect others when using a mobile device

Candidates should be able to demonstrate basic knowledge and application of best practise in mobile device use.

Evidence: Assessor witnessing. Centre set test or task.

Additional information and guidance

The devices used may well be shared among many different groups and candidates should be given the opportunity to demonstrate that once they have the device they can adjust it to work for them.

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3.3 I can keep information secure when using a mobile device

Candidates should be able to show a basic understanding of data security in relation to mobile devices.

Evidence: Assessor witnessing. Centre set test or task.

Additional information and guidance

A short guide on how they protect their data and why this is important, or possibly a discussion about the reasons why they think this is an important issue.

4. Maintain the performance of the mobile device

4.1 I can use appropriate techniques to maintain the performance of the mobile device

Evidence: Candidates' working files or portfolio reflections.

Additional information and guidance

Candidate should show that they can use some of the operating systems features to maintain the health of a device.

4.2 I can identify common problems that occur with mobile devices and what causes them

Candidates should be able to demonstrate they know the most common problems and can evidence some type of solution.

Evidence: Assessor witnessing.

Additional information and guidance

Candidates should be able to demonstrate some of the problems with mobile devices, while not necessarily understanding them fully, and be able to try some different techniques in order to deal with them. It may be that they can talk about what to do without actually doing this as local policies may not allow this level of access. Some problems might only be cured with administrative privileges, but they may well be aware of how to do this on their own personal devices.

4.3 I can identify when to try to solve a problem and where to get expert advice

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Candidates should be able to demonstrate they know when and how to escalate problems they find.

Evidence: Assessor witnessing. Centre set test or task.

Additional information and guidance

The candidates can show a basic understanding of some problems, but also when they are not sure they know who to ask and can frame the question with enough detail to get a response.

The assessor should keep a record of assessment judgements made for each candidate and make notes of any significant issues for any candidate. They must be prepared to enter into dialogue with their Account Manager and provide their assessment records to the Account Manager through the on-line mark book. They should be prepared to provide evidence as a basis for their judgements through reference to candidate e-portfolios. Before authorising certification, the Account Manager must be satisfied that the assessors' judgements are sound.

Source URL: https://theingots.org/community/sil1u20x

Links
[1] http://theingots.org/community/ITQ_UNIT_development
[2] http://theingots.org/community/handbook2
[3] http://www.theingots.org/community/ITQcourse1

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