

Unit Title: Set-Up and Maintain a Digital System	
Level:	Entry Three
Credit Value:	3
GLH:	30
OCNLR Unit Code:	CN0/E3/LQ/016
Ofqual Unit Reference Number:	A/616/8247

This unit has 4 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to set-up a personal computer, printer and peripheral devices safely.	1.1. Using instructions provided, connect up components of an IT system, including a printer, peripheral devices and network access. 1.2. Connect removable storage media to a PC. 1.3. Ensure health and safety guidance associated with setting up an IT system is followed.
2. Be able to set-up software for use.	2.1. Identify the common functions of an operating system. 2.2. Configure one aspect of the user interface. 2.3. Outline the options for keeping your computer up-to-date and protected (e.g. against viruses and malware).
3. Understand the need for safety and security practices.	3.1. Follow guidelines and procedures for the safe and secure use of IT.
4. Manage files to maintain system performance.	4.1. Organise files with an appropriate folder structure to find and retrieve information. 4.2. Backup and restore files and folders.

Assessment

The grid below provides suggestions for the types of assessment activities that can be used with the unit attached to provide evidence for the learner's portfolio. Please refer to the OCN London Assessment Guidance document for definitions of each activity and the expectations for assessment practice and evidence for moderation.

Case Study		Project	✓
Written question & answer/test/exam	✓	Role play/simulation	
Essay		Practical demonstration	✓
Report		Group discussion	
Oral question and answer	✓	Performance/exhibition	
Written description	✓	Production of artefact	
Reflective log/diary		Practice file	