

Unit Title: Set-Up and Maintain a Digital System	
Level:	One
Credit Value:	3
GLH:	27
OCNLR Unit Code:	CN0/1/LQ/016
Ofqual Unit Reference Number:	H/616/8260

This unit has 5 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understanding computer performance and features.	1.1. Compare the features of different types of computers. 1.2. Explain the role and types of memory. 1.3. Explain the basics of computer performance (e.g. processor, RAM, video card).
2. Be able to set-up a personal computer, printer and peripheral devices safely.	2.1. Identify key IT system components, storage and peripheral devices. 2.2. Independently connect up components of an IT system, including a printer, peripheral devices and Wi-Fi access. 2.3. Connect and use removable storage media. 2.4. Ensure health and safety guidance associated with setting up an IT system is followed.
3. Be able to set-up software for use.	3.1. Configure the user interface to meet needs (e.g. accessibility, mouse, keyboard). 3.2. Identify what security precautions need to be addressed when connecting to the Internet. 3.3. Outline the options for keeping your computer up-to-date and protected

	<p>(e.g. against viruses and malware).</p> <p>3.4. Configure software to meet individual requirements.</p> <p>3.5. Structure folders and files so that it is easy to find and retrieve information.</p>
4. Check that the IT system and communication device are working successfully.	<p>4.1. Carry out simple tests that can be used to check the system performance.</p> <p>4.2. Carry out a simple test that can be used to check the internet connection.</p> <p>4.3. Identify how to report faults and seek expert help.</p>
5. Understand the need for safety and security practices.	<p>5.1. Identify Health and Safety legislation required for safe practice.</p> <p>5.2. Follow guidelines and procedures for the safe and secure use of IT.</p> <p>5.3. Identify key reasons for keeping information secure.</p>

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	