

Unit Title: Digital Communications Technology	
Level:	One
Credit Value:	3
GLH:	27
OCNLR Unit Code:	CNo/1/LQ/008
Ofqual Unit Reference Number:	J/616/8252

This unit has 3 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<p>The learner will:</p> <p>1. Use asynchronous (e.g. email, text message) and synchronous (e.g. online chat rooms, VoIP, video conferencing) digital tools for online communication.</p>	<p>The learner can:</p> <p>1.1. Identify an example of a situation which suits:</p> <ul style="list-style-type: none"> • Synchronous digital communication • Asynchronous digital communication <p>1.2. Use digital tools to compose and format messages.</p> <p>1.3. Attach at least two types of different media to digital messages (e.g. images, video, audio files).</p> <p>1.4. Send and receive messages using appropriate digital tools.</p> <p>1.5. Store and retrieve contact details.</p> <p>1.6. Engage in synchronous online communication using at least two different synchronous digital tools.</p> <p>1.7. Follow appropriate procedures to stay safe and respect others when using digital tools.</p>

<p>2. Set up the mobile device to meet needs.</p>	<p>2.1. Set up the mobile device for use. 2.2. Use mobile device interface features effectively. 2.3. Store and retrieve data on a mobile device. 2.4. Adjust at least two device settings. 2.5. Identify key health and safety issues associated with the use of mobile devices. 2.6. Follow appropriate procedures to stay safe and respect others when using mobile devices.</p>
<p>3. Transfer data to and from the mobile device.</p>	<p>3.1. Identify different types of secure connection methods that can be used between devices. 3.2. Transfer information to and from a mobile device. 3.3. Explain copyright and other key legal constraints on the use and transfer of information (e.g. data protection legislation). 3.4. Identify why it is important to keep information secure and to respect others when using a mobile device. 3.5. Keep information secure when using a mobile device.</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	