

Unit Title: Digital Safety and Security	
Level:	Two
Credit Value:	3
GLH:	24
OCNLR Unit Code:	CN0/2/LQ/008
Ofqual Unit Reference Number:	J/616/8896

This unit has 3 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to safeguard self and others when working online.	1.1. Take appropriate precautions to ensure own safety and privacy online. 1.2. Describe the forms and features of cyberbullying. 1.3. Identify when, how and to whom online safety issues should be reported. 1.4. Identify where to get online help and information on e-safety.
2. Be able to take precautions to maintain data security.	2.1. Take appropriate precautions to maintain data security (e.g. using passwords, encryption, biometric technology). 2.2. Take appropriate precautions to maintain system performance and integrity. 2.3. Use appropriate browser safety and security settings. 2.4. Use appropriate client software safety and security settings. 2.5. Identify why it is important to backup data securely. 2.6. Configure and automate data backup processes to appropriate media. 2.7. Backup data from a mobile device. 2.8. Identify how to keep your computer

	up-to-date and protected (e.g. against viruses and malware).
3. Be able to follow legal and organisational constraints, guidelines and procedures which apply when working online.	<p>3.1. Identify legal or organisational constraints on the uploading and downloading of software and other digital content.</p> <p>3.2. Identify legal or organisational constraints on online behaviour.</p> <p>3.3. Correctly observe guidelines and procedures for safe and secure online working.</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	