

Unit Title: Collaborative Working Using Digital Technology	
Level:	Two
Credit Value:	3
GLH:	24
OCNLR Unit Code:	CN0/2/LQ/004
Ofqual Unit Reference Number:	M/616/8892

This unit has 3 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to prepare and set up collaborative technologies for use.	1.1. Plan the use of collaborative technologies and social networks for a collaborative task. 1.2. Adjust access and permissions settings on collaborative technologies to enable efficient collaborative working. 1.3. Describe at least two examples of compatibility issues relating to collaborative tools and/or devices and how each can be resolved. 1.4. Describe the likely impact of key legal or local guidelines or constraints in collaborative working.
2. Be able to use collaborative technology safely and securely.	2.1. Describe key risks in using collaborative technologies and social networks. 2.2. Carry out effective checks to authenticate online identities. 2.3. Explain when and how to report online safety and security issues giving a minimum of two examples.

3. Be able to initiate, contribute to, and value contributions from others, in tasks using collaborative technologies.

- 3.1. Initiate and contribute significantly to a collaborative working task within a wider project.
- 3.2. Value and constructively use some contributions made by others.
- 3.3. Outline a contingency plan in case of technological failure.

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	