

Unit Title: Using Mobile IT Devices
Unit Level: Level 2
Unit Credit Value: 2
GLH: 15
LASER Unit Code: CAI976
Ofqual Unit Code: K/502/4375

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Set up and customise the mobile device to meet needs.	1.1	Describe the purpose of the different features and drawbacks of the mobile device.
		1.2	Describe different methods that can be used to access mobile networks.
		1.3	Prepare, set up and configure the mobile device for use.
		1.4	Select, use and customise interface features and settings to meet needs and improve efficiency.
		1.5	Describe any specific health and safety issues associated with the use of mobile devices.
		1.6	Apply guidelines and procedures for the use of mobile devices.
2.	Select and use applications and files on the mobile device.	2.1	Select and use applications and files on the mobile device for an appropriate purpose.
		2.2	Define file formats appropriate for mobile devices.
		2.3	Use software or tools to prepare or convert files to an appropriate format for mobile devices.
		2.4	Input data accurately into a mobile device.
		2.5	Organise, store and retrieve data efficiently on a mobile device.
3.	Use tools and techniques to transfer data to and from mobile devices.	3.1	Describe different types of secure connection methods that can be used between devices.
		3.2	Describe software requirements and techniques to connect and synchronise devices.
		3.3	Transfer information to and from mobile devices using secure connection procedures.
		3.4	Synchronise mobile device data with source data.
		3.5	Recognise copyright and other constraints on the use and transfer of information.

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		3.6	Explain why it is important to stay safe, keep information secure and to respect others when using mobile devices.
		3.7	Keep information secure when using a mobile device.
4.	Optimise the performance of mobile devices.	4.1	Describe the factors that can affect performance of the mobile device and how to make improvements.
		4.2	Use appropriate techniques to optimise the performance of the mobile device.
		4.3	Describe problems that may occur with mobile devices and what causes them.
		4.4	Use an appropriate fault-finding procedure to identify and solve problems with the mobile device.
		4.5	Describe when to try to solve a problem and where to get expert advice.

Assessment Guidance:

See IT User Assessment Strategy available from www.e-skills.com .

Additional Information:

NA
