

ESKIUMD1 (SQA Unit Code - F9A9 04)

Using mobile IT devices



Overview

This is the ability to set up and use mobile or handheld devices such as a smartphone, PDA, portable media player, electronic organiser or data logger, for data capture, processing, exchange and storage.

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Performance criteria

Set up the mobile device to meet needs

P1. [Set up a mobile device](#) for use

You must be able to:

P2. Use [mobile device interface features](#) effectively

P3. Adjust [device settings](#) to meet needs

P4. Follow [guidelines and procedures](#) for the use of mobile devices

Use applications and files on the mobile device

You must be able to:

P5. Select and use [applications and files](#) on the mobile device for an appropriate purpose

P6. [Input data](#) accurately into a mobile device

P7. Organise, [store and retrieve data](#) on a mobile device

You must be able to:

Transfer data to and from mobile devices

P8. [Transfer information](#) to and from mobile devices

P9. Recognise [copyright and other constraints](#) on the use and transfer of information

P10. Keep [information secure](#) when using a mobile device

You must be able to:

Maintain the performance of mobile devices

P11. Use appropriate techniques to [maintain the performance](#) of the mobile device

P12. Use available resources to respond quickly and appropriately to [common device problems](#)

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Knowledge and understanding

You need to know and understand:

Set up the mobile device to meet needs

K1. Identify when and how to adjust device settings

K2. Identify any specific [health and safety issues](#) associated with the use of mobile devices

Use applications and files on the mobile device

K3. Identify the different [applications on the mobile device](#) and what they can be used for

You need to know and understand:

Transfer data to and from mobile devices

K4. Identify different types of [secure connection](#) methods that can be used between devices

K5. Identify why it is important to [stay safe](#), keep information secure and to respect others when using mobile devices

You need to know and understand:

Maintain the performance of mobile devices

K6. Identify factors that can affect [performance](#) of the mobile device

K7. Identify common [problems that occur with mobile devices](#) and what causes them

K8. Identify when to try to solve a problem and where to get [expert advice](#)

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Additional Information

Scope/range

A foundation user can set up and use a mobile or handheld device securely to input and store data and to transfer data to and from another device.

The use of mobile technologies will be defined as '**basic**' because:

1. the tools and functions on the mobile device will be pre-loaded and
2. the techniques used for sharing files between devices will be familiar or commonly undertaken.

An activity will typically be 'straightforward or routine' because:

3. the task or context using mobile technologies will be familiar and involve few factors (for example, sending SMS messages to colleagues, maintaining a calendar of events, taking notes, capturing a photo, using Bluetooth connectivity to send a photo to a friend's mobile phone.)

Examples of context – using a camera phone to capture an image and send in a text message; transfer music files or podcasts to mobile device; synchronising address book information between mobile phone and computer; using a data logger to capture on-site data and upload to main system; using voting technologies to capture or provide feedback. Downloading new ring tone or themes on the mobile phone. Using a PDA to support day to day functions at work or to support the contact between colleagues and friends

Examples of Content

The examples given are indicative of the learning content at each level and are not intended to form a prescriptive list for the purpose of assessment

Set up the mobile device to meet needs

Set up mobile device: Charging battery; Access (eg password, login); SIM card, connection (eg phone, Internet, cable)

Interface features: Display, menu, submenu, toolbar, icon, button, keypad, wheel; start and shutdown

Device settings: Resolution (eg screen, image), sound (eg mute, volume, ringtone), appearance (eg colour, theme)

Health and safety issues: Risks to self and others from using device

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Guidelines and procedures: Set by: employer or organisation regarding Health and safety, security

Use applications and files on the mobile device

Mobile applications: Phone, camera, address book, calendar, media, browser, games, notes, messages, office applications

Applications and files: Games and interactive material, documents, music files, video animations, image slideshows and presentations, emails, Internet pages, collaborative tools; pdf documents, Office documents, e-books, Flash animations;

Input data: Touch screen, stylus, keypad, voice command; Create products on the device (documents such as text notes or email, files such as sound recording, image or video capture)

Store and retrieve data: Files (eg create, name, open, save, save as, print, close), folders (eg create, name), navigate (eg menu, tool bar, icon, scroll bar, button)

Transfer data to and from mobile devices

Secure connection: Password control, Bluetooth, infrared, cable, device pairing; synchronisation software

Transfer information: Export, drag and drop, SMS, synchronise; when transfer successful

Copyright constraints: Effect of copyright law (eg on music downloads or use of other people's images), acknowledgment of sources, avoiding plagiarism

Staying safe: Protect personal information, avoid misuse of images, use appropriate language, respect confidentiality, use copy lists with discrimination

Keep information secure: Username and password/PIN selection; how and when to change passwords; Respect confidentiality, avoid inappropriate disclosure of information

Maintain the performance of mobile devices

Performance: Battery life; application and file use; device maintenance; network availability, interference

Maintain performance: Carry out routine maintenance (battery charging, cleaning of handset, communication settings such as Bluetooth or Wi-Fi turned off when not in use; closing applications after use

Mobile device problems: Compatibility between files, systems and

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connections; connection lost, card full; low bandwidth

Expert advice: Limits of own understanding and skills, help menus, manufacturer's guidelines, how to follow advice, information needed by experts; follow on-screen help

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