

Unit	Sharing digital information
Code	HD58 04
SCQF Level	5
SCQF Credit Value	6
Guided Learning Hours	40
Unit summary	This unit covers the broad areas of digital information management and communications. The digital application specialist at this level will be able to research a chosen topic effectively and present their findings to others. They will also be able to select and use cloud-based services to share digital information.
Learning Outcomes The learner will be able to:	Assessment Criteria
1. Search and retrieve digital information	1.1 Use search techniques to locate digital information to meet requirements 1.2 Organise digital information in line with organisational guidelines 1.3 Review information to make sure it matches requirements 1.4 Describe the factors that affect the quality of online information 1.5 Summarise and present research techniques and findings
2. Use digital communications	2.1 Configure digital communications for use 2.2 Use email and other digital communications to send and receive messages and attachments 2.3 Use collaborative tools to participate in real-time online meetings 2.4 Implement appropriate security measure for digital communications 2.5 Safeguard self and others when working online
3. Share digital information	3.1 Describe the services provided by digital networks 3.2 Outline the features and benefits of cloud-based information services 3.3 Synchronise data across devices 3.4 Select and use cloud-based services to share digital information
Additional information about the unit	
Guidance on approaches to assessment	<i>This unit must be assessed in the workplace.</i>
Details of the relationship between the unit and relevant National Occupational Standards or other professional standards	This unit is based on the e-skills UK NOS ESKITP1013: Perform information management operations ESKITU012: Interpret digital information available from: http://nos.ukces.org.uk/
Location of the unit within the subject/sector classification system	6.1 IT User
Name of the organisation submitting the unit	The Tech Partnership