S347: Using collaborative technologies 3

Overview: Manage and effectively integrate and facilitate the safe use of multiple IT tools and devices so that groups can work collaboratively and effectively by:
> setting and implementing guidelines for using collaborative technologies;
> integrating IT tools and devices and creating environments to exploit their potential;
> managing risks, permissions and data flow; and
> moderating and solving complex problems with the use of collaborative technologies.
This standard is imported from the **e-skills IT Users suite.**

Links: Communications; IT

Specific skills:
- Communicating
- Presenting information
- Using technology

Performance Indicators	Knowledge & Understanding
Stay safe and secure when with collaborative technology 1. Develop and implement guidelines for good practice in working with collaborative technology 2. Develop and implement guidelines for checking the authenticity of identities and different types of information 3. Analyse and manage risks in the use of collaborative technologies **Plan and set up IT tools and devices for collaborative working** 4. Select, connect and configure combinations that exploit the capabilities and potential of collaborative tools and devices 5. Resolve access and compatibility problems so that different collaborative tools and devices work successfully **Prepare collaborative technologies for use** 6. Manage levels of access and permissions for different purposes 7. Select and integrate different elements across applications to create environments for collaborative technologies 8. Set and adjust settings to facilitate use of collaborative technologies by others 9. Manage data flow to benefit collaborative working **Manage tasks using collaborative technologies** 10. Facilitate others' responsible contributions to and engagement with collaborative technologies 11. Manage the moderation of collaborative technologies 12. Oversee the archiving of the outcomes of collaborative working 13. Respond to problems with collaborative technologies and be prepared to help others to do so	A. Explain what and why guidelines need to be established for working with collaborative technology B. Explain how to establish an identity or present information that will promote trust C. Analyse and plan for the risks in the use of collaborative technologies for different tasks D. Explain the features, benefits and limitations of different collaborative IT tools and devices for work purposes and tasks E. Determine the IT tools and processes needed for archiving the outcomes of collaborative working F. Summarise ways to integrate different collaborative technology tools and devices for a range of purposes, tasks and communication media G. Explain potential access and compatibility issues with integrating different collaborative technology tools and devices H. Evaluate data management principles, issues and methods I. Determine levels of responsibility for the use of collaborative technologies J. Explain what problems can occur with collaborative technologies