

Unit	User Profile Administration	
SSC Code	UPA2	
SQA Code	H3AX 04	
SCQF Level	6	
SCQF Credit Value	3	
Unit summary	This unit will give the learner an understanding of how to design, create and administer user profiles in an IT or Telecoms system.	
Learning Outcomes The learner will:		Assessment Criteria
1. Understand the role of user and group profiles in IT and Telecoms systems	1.1 Explain the importance and purpose of user and group profiles 1.2 Describe the type and function of information held in typical user and group profiles 1.3 Describe the factors that need to be considered in the design of a user or group profile	
2. Understand organisational procedures for profile administration	2.1 Describe the hierarchy of profiles that reflect organisational structure and system user requirements 2.2 Describe organisational procedures for the administration and security of profiles	
3. Administer user and group profiles	3.1 Design and implement profiles which accurately meet given requirements for system and resource access 3.2 Correctly update profiles to reflect changes in requirements 3.3 Provide guidance on the administration and security of profiles to others	
Additional information about the unit		
Guidance on approaches to assessment	<i>LOs 2 & 3 of this unit must be assessed in the workplace.</i> Further guidance is set out in the CBQ Assessment principles developed by e-skills UK and agreed by the Joint Awarding Body Forum.	
Details of the relationship between the	This unit is based on the e-skills UK NOS for IT	

unit and relevant National Occupational Standards or other professional standards	professionals (PROCOM) available from www.e-skills.com/nos
Location of the unit within the subject/sector classification system	IT Professional
Name of the organisation submitting the unit	e-skills UK