

Unit	Working with IT & Telecoms hardware and equipment 3	
SSC Code	WHE3	
SQA Code	H3B7 04	
SCQF Level	8	
SCQF Credit Value	14	
Unit summary		
Learning Outcomes The learner will:	Assessment Criteria	
1. Understand how to work with IT and Telecoms hardware and equipment	<p>1.1 Explain the importance of planning IT & Telecoms work activities</p> <p>1.2 Explain the factors which determine the applicability of tools and techniques to specific work activities.</p> <p>1.3 Explain organisational requirements and procedures for working with hardware and equipment</p> <p>1.4 Discuss the importance of product specifications and customer requirements when planning work activities.</p> <p>1.5 Evaluate how regulatory requirements will affect planned work activities.</p> <p>1.6 Assess the security implications of planned work activities</p> <p>1.7 Explain the importance of registering new hardware products.</p>	
2 Plan work on IT and Telecoms hardware and equipment	<p>2.1 Create work plans to meet requirements</p> <p>2.2 Ensure that work plans cause minimum disruption to users of the system</p> <p>2.3 Ensure that work plans maintain the integrity and security of any stored data</p> <p>2.4 Obtain any necessary work permissions before commencing work activities</p> <p>2.5 Ensure that the resources and materials required by</p>	

	<p>work plans are available</p> <p>2.6 Specify, and where necessary adapt, the tools hardware, equipment and methods to be used</p>
<p>3. Control work activities on IT and Telecoms hardware and equipment</p>	<p>3.1 Develop procedures for the safe use of tools and materials in accordance with relevant guidelines and instructions</p> <p>3.2 Provide technical advice to support the work activities of others</p> <p>3.3 Ensure that configuration options have been set in line with work plans</p> <p>3.4 Ensure that tools, hardware and equipment are operated in line with methods identified in work plans</p> <p>3.5 Develop documentation for recording information on work activities</p> <p>3.6 Ensure that all hardware has been registered in line with organisational procedures</p> <p>3.7 Communicate progress and the outcomes of work in line with organisational requirements</p> <p>3.8 Contribute to the development of organisational strategy for work activities</p>
<p>Additional information about the unit</p>	
<p>Guidance on approaches to assessment</p>	<p><i>This unit must be assessed in the workplace.</i></p> <p>Further guidance is set out in the CBQ Assessment principles developed by e-skills UK and agreed by the Joint Awarding Body Forum.</p>
<p>Details of the relationship between the unit and relevant National Occupational Standards or other professional standards</p>	<p>This unit is based on the e-skills UK NOS for IT professionals (PROCOM) available from www.e-skills.com/nos</p>
<p>Location of the unit within the subject/sector classification system</p>	<p>IT Professional</p>
<p>Name of the organisation submitting the</p>	<p>e-skills UK</p>

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