

## **NOS PSSPO114 Use organisational resources in ports**

### **Unit PSSPO114.2 Use IT systems (SQA Unit Code-H789 04)**

#### **Performance Criteria**

##### **You must be able to**

##### **Use IT systems**

1. turn on and use IT hardware
2. ensure that peripheral hardware is working as required
3. address any difficulties in setting up hardware
4. access data files, using a password where necessary
5. input and extract data
6. use only licensed and authorised software programmes
7. where required, back up data
8. maintain security and confidentiality of data
9. use hardware safely

#### **Knowledge and understanding**

##### **You need to know and understand**

1. health and safety issues relating to the use of computer hardware and precautions to address these
2. the day to day security risks associated with using the computer hardware and how to address these