S244: Using collaborative technologies 2

Overview: Facilitate the use of appropriate combinations of IT tool and devices for groups to work collaboratively by:
> planning and selecting the IT tools and devices to be used for work purposes and tasks;
> preparing and setting up access to collaborative technologies;
> presenting information and facilitating others contributions; and
> moderating the use of collaborative technologies.
Any aspect that is unfamiliar may require support and advice from others. 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 working with collaborative technology 1. Take appropriate steps to avoid risks when working with collaborative technology, in line with relevant guidelines 2. Use appropriate methods to promote trust when working collaboratively 3. Carry out appropriate checks on others' online identities and different types of information 4. Identify and respond to inappropriate content and behaviour **Plan and set up IT tools and devices for collaborative working** 5. Select an appropriate combination of IT tools and devices to carry out collaborative tasks 6. Connect and configure the combination of IT tools and devices needed for a collaborative task **Prepare collaborative technologies for use** 7. Set up and use access rights to enable others to access information 8. Set up and use permissions to filter information 9. Adjust settings so that others can access IT tools and devices for collaborative working 10. Select and use different elements to control environments for collaborative technologies 11. Select and join networks and data feeds to manage data to suit collaborative tasks **Contribute to tasks using collaborative technologies** 12. Enable others to contribute responsibly to collaborative tasks 13. Present relevant and valuable information 14. Moderate the use of collaborative technologies 15. Archive the outcome of collaborative working 16. Respond to problems with collaborative technologies	A. Explain what risks there may be in using collaborative technology and how to keep them to a minimum B. Describe the purposes for using collaborative technologies C. Describe what outcomes are needed from collaborative working and whether or not archiving is required D. Describe the roles, IT tools and facilities needed for collaborative tasks and communication media E. Describe the features, benefits and limitations of different collaborative technology tools and devices F. Describe the compatibility issues in different combinations of collaborative tools and devices G. Describe what access rights and issues others may have in using collaborative technologies H. Assess what permissions are needed for different users and content I. Describe rules of engagement for using collaborative technologies J. Assess when there is a problem with collaborative technologies and when to get expert help