

## Achievement Standard

<b>Subject Reference</b>	Digital Technologies 2.40		
<b>Title</b>	Demonstrate understanding of advanced concepts relating to managing shared information within information systems		
<b>Level</b>	2	<b>Credits</b>	3
		<b>Assessment</b>	External
<b>Subfield</b>	Technology		
<b>Domain</b>	Digital Technologies		
<b>Status</b>	Registered	<b>Status date</b>	17 November 2011
<b>Planned review date</b>	31 December 2014	<b>Date version published</b>	17 November 2011

This achievement standard requires demonstrating understanding of advanced concepts relating to managing shared information within information systems.

### Achievement Criteria

Achievement	Achievement with Merit	Achievement with Excellence
Demonstrate understanding of advanced concepts relating to managing shared information within information systems.	Demonstrate in-depth understanding of advanced concepts relating to managing shared information within information systems.	Demonstrate comprehensive understanding of advanced concepts relating to managing shared information within information systems.

### Explanatory Notes

- This achievement standard is derived from the Level 7 achievement objectives from the Technology learning area in *The New Zealand Curriculum*, Learning Media, Ministry of Education, 2007; and is related to the material in the *Teaching and Learning Guide for Technology*, Ministry of Education, 2010 at <http://seniorsecondary.tki.org.nz>.

Appropriate reference information is available in *Safety and Technology Education: A Guidance Manual for New Zealand Schools*, Learning Media, Ministry of Education, 1998; and the Health and Safety in Employment Act 1992.

Further information can be found at <http://www.techlink.org.nz>.

- Demonstrate understanding of advanced concepts relating to managing shared information within information systems* involves:
  - explaining the file management considerations related to shared information

- describing ethical and legal issues related to shared information within an organisation, and the related procedures and conventions for privacy and permission
- describing back-up procedures and conventions for information systems within an organisation
- explaining the role of an information system for managing shared information within an organisation
- identifying the input, storage, retrieval and manipulation of data within an information system.

*Demonstrate in-depth understanding of advanced concepts relating to managing shared information within information systems involves:*

- discussing ethical and legal issues related to shared information within an organisation, and the implications for procedures and conventions for privacy and permission
- explaining the implications of back-up procedures and conventions for information systems within an organisation
- discussing the advantages and disadvantages of an information system for managing shared information within an organisation.

*Demonstrate comprehensive understanding of advanced concepts relating to managing shared information within information systems involves:*

- evaluating procedures and conventions for privacy and permissions used within an organisation
- evaluating the back-up procedures and conventions for information systems used within an organisation
- evaluating the effectiveness of an information system for managing shared information within an organisation.

- 3 Shared information may include but is not limited to: data on network shares, social networking sites, email, list-serves, and collaborative documents.
- 4 An *information system* refers to an integrated set of components for collecting, storing, processing, and communicating information.
- 5 Legal and ethical issues refer to the social implications of sharing data within an organisation and the wider community. Issues may include but are not limited to: licensing, creative commons, copyright, attribution, digital ownership, privacy, access to information, method of publication, and implication of the longevity of digital content on the internet.
- 6 An organisation may include but is not limited to: a school, a small business, a voluntary organisation, and a sports club.
- 7 For resources relating to legal, ethical and moral responsibilities, refer to the Techlink website at <http://www.techlink.org.nz/IP/links.htm>.
- 8 Assessment Specifications for this achievement standard can be accessed through the Technology Resources page found at <http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/ncea-subject-resources/>.

**Quality Assurance**

- 1 Providers and Industry Training Organisations must have been granted consent to assess by NZQA before they can register credits from assessment against achievement standards.
- 2 Organisations with consent to assess and Industry Training Organisations assessing against achievement standards must engage with the moderation system that applies to those achievement standards.

Consent and Moderation Requirements (CMR) reference

0233