

Achievement Standard

Subject Reference	Digital Technologies 1.40		
Title	Demonstrate understanding of basic concepts of information management		
Level	1	Credits	3
		Assessment	External
Subfield	Technology		
Domain	Digital Technologies		
Status	Registered	Status date	20 January 2011
Planned review date	31 December 2016	Date version published	12 December 2013

This achievement standard requires demonstrating an understanding of basic concepts of information management.

Mutual exclusion exists between this standard and unit standard 2781.

Achievement Criteria

Achievement	Achievement with Merit	Achievement with Excellence
<ul style="list-style-type: none"> Demonstrate understanding of basic concepts of information management. 	<ul style="list-style-type: none"> Demonstrate in-depth understanding of basic concepts of information management. 	<ul style="list-style-type: none"> Demonstrate comprehensive understanding of basic concepts of information management.

Explanatory Notes

- This achievement standard is derived from Level 6 of 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 at <http://seniorsecondary.tki.org.nz>.

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

Appropriate reference information is available in *Safety and Technology Education: A Guidance Manual for New Zealand Schools*, Ministry of Education at <http://technology.tki.org.nz/Curriculum-support/Safety-and-Technology-Education>, and the Health and Safety in Employment Act 1992.

- 2 *Demonstrate understanding of basic concepts of information management* involves:
- identifying and describing key features of operating systems and common application software as they relate to the management of information
 - identifying and describing file management procedures
 - describing ethical issues related to management of information (eg copyright, privacy, file security, appropriateness of the material in its context).

Demonstrate in-depth understanding of basic concepts of information management involves:

- explaining the purpose of operating systems and the purposes of common application software to manage information
- explaining the purpose and conventions of file management procedures and use of storage devices.

Demonstrate comprehensive understanding of basic concepts of information management involves:

- explaining how application software and operating system software interact to manage information
- justifying the selection of application software to perform a task to manage information
- comparing and contrasting the use of different file types for different purposes (eg pdf versus doc, jpeg versus bmp).

- 3 Operating systems may include but are not limited to – real time, multi-user, single user, multitasking, distributed.
- 4 File types may include but are not limited to – pdf, bmp, doc, jpeg, xls, docx, dat, gif, tif.
- 5 Application software refers to software that will help the user to perform specific tasks including but not limited to – word processing, communicating, keeping a budget, creating slides for a presentation, managing complex data.
- 6 File management procedures will include but are not limited to:
- structuring, naming and storing files and folders
 - appropriate file compression techniques for the exchange of digital information (such as zipping multiple files for emailing)
 - managing threats to data.
- 7 Students cannot use credit for both this achievement standard and unit standard 2781, *Manage and protect data in a personal computer*, towards a national qualification, including a National Certificate of Educational Achievement.
- 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/subjects/>.

Replacement Information

This achievement standard and AS91071 replaced AS90031.

This achievement standard replaced AS90032.

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