

<b>Title</b>	<b>Configure, manage and use contemporary and emerging digital devices</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	<p>People credited with this unit standard are able to: set up and personalise a range of digital devices; and manage and use the main settings and features of a range of digital devices.</p> <p>This unit standard has been developed primarily for assessment within programmes leading to the New Zealand Certificate in Computing (User Fundamentals) (Level 2) [Ref: 2591], and the New Zealand Certificate in Computing (Foundation User) (Level 2) [Ref: 4132], and the New Zealand Certificate in Computing (Intermediate User) (Level 3) [Ref: 2592].</p>
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<b>Classification</b>	Computing > Generic Computing
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<b>Available grade</b>	Achieved
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## Guidance Information

- 1 Assessment, where applicable, will be conducted in and for the context of real or realistic situations and/or settings, and be relevant to current and/or emerging practice. The assessor may gather evidence over time from a range of scenarios rather than using one assessment where the learner has to demonstrate all of the required skills.
- 2 *Specified user requirements* will be provided to the learner, and refer to what is required to personalise a digital device to meet the needs of the user in terms of functionality, connectivity, security, settings, data, and appearance of applications on the device.
- 3 Definitions  
*Digital devices* refer to electronic computing devices that can receive, store, process or send digital information, such as computers (desktop or laptop), tablets, smartphones or other emerging digital technologies.  
*Emerging digital technologies* refers to digital devices and technological concepts that are new to market.  
*Malware* refers to malicious software, which is any program or file that is harmful to a computer user. For example, viruses, worms, Trojan attacks, spyware, keyloggers, adware.

*Recognised conventions* mean the generally accepted and/or documented practice of an organisation, workplace, or user group, and refer to layout, etiquette, protocols, ethical and legal issues associated with use. Some common examples are: use of capitals, abbreviations or acronyms; naming; use of hyperlinks; appropriateness of content; referencing of source material.

- 4 Legislation relevant to this unit standard includes but is not limited to the:  
Copyright Act 1994  
Copyright (New Technologies) Amendment Act 2008  
Harmful Digital Communications Act 2015  
Health and Safety at Work Act 2015  
Privacy Act 2020  
Unsolicited Electronic Messages Act 2007  
and any subsequent amendments.  
Current legislation and regulations can be accessed at <http://legislation.govt.nz>.
- 5 Reference  
*ACC5637 Guidelines for Using Computers - Preventing and managing discomfort, pain and injury*. Accident Compensation Corporation - Department of Labour, 2010; available from Worksafe New Zealand, at <http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/guidelines-for-using-computers>.

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## Outcomes and performance criteria

### Outcome 1

Set up and personalise a range of digital devices.

Range at least three different types of digital devices.

### Performance criteria

- 1.1 Digital devices are set up and personalised to meet specified user requirements.

Range set up and personalisation may include but is not limited to – start-up wizards; home screen layout; connection to network; email account connectivity; access permissions; installing applications; importing existing data to device (e.g. contacts).

### Outcome 2

Manage and use the main settings and features of a range of digital devices.

## Performance criteria

2.1 Main settings and features of at least three different types of digital devices are managed and used according to recognised conventions.

Range settings and features include but are not limited to – screen settings, sound settings, input and output settings, storage; applications include but are not limited to – calendar, mail, contacts, web browsing; input methods may include but are not limited to – keyboard, touch, stylus, voice; manage includes but is not limited to – installing, updating, deleting applications; storage; backup data; security and malware/virus protection.

<b>Replacement information</b>	This unit standard and unit standard 29781 replaced unit standard 25662.
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<b>Planned review date</b>	31 December 2026
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### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 January 2017	31 December 2024
Review	2	26 May 2022	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0099
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

### Comments on this unit standard

Please contact Toi Mai Workforce Development Council [qualifications@toimai.nz](mailto:qualifications@toimai.nz) if you wish to suggest changes to the content of this unit standard.