

Title	Manage files and folders using digital devices		
Level	2	Credits	2

Purpose	<p>People credited with this unit standard are able to manage files and folders using 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 as an option for the New Zealand Certificate in Computing (Intermediate User) (Level 3) [Ref: 2592], or the New Zealand Certificate in Computing (Advanced User) (Level 4) [Ref: 2593].</p>
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Classification	Computing > Generic Computing
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Available grade	Achieved
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Explanatory notes

- Assessment, where applicable, will be conducted in and for the context of a real or realistic situation and/or setting, 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. For assessment purposes this standard requires a practical demonstration of knowledge. Oral or written responses may be used to clarify knowledge.
- This standard is intended to include the essentials of file and information management in an increasingly complex digital environment using a range of digital devices. This will include structuring, naming and storing files and folders; local and cloud storage; techniques for the exchange of digital information; external media, hidden files, ethical and legal issues related to management of information; and may include synchronising devices through the cloud.
- 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.
Digital tools may be both hardware (digital devices) and software (applications and programs).
Ethical and legal considerations related to management of information refer to copyright, privacy, file security, appropriateness of the material in its context.
Good practice in this context includes selecting and using the appropriate file and folder management features or functions to enable effective use within applications, such as searching, naming, storage, retrieval and shortcuts.

- 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 1993

and any subsequent amendments.

Current legislation and regulations can be accessed at <http://legislation.govt.nz>.

Outcomes and evidence requirements

Outcome 1

Manage files and folders using digital devices.

Evidence requirements

- 1.1 Searching for and locating files is demonstrated according to the protocols for the digital devices and good practice.
- Range may include – browsing through directory tree, using a search mechanism;
includes – three different file types; two different types of digital devices.
- 1.2 Folders are created and organised to optimise retrieval using good practice.
- Range includes – file structure, folder names relevant to the content, storage of files in a folder, subfolders.
- 1.3 File types for five common applications are identified and described in terms of the application and file extension format.
- Range *file types* may include but are not limited to – common applications for text, data, spreadsheet, database, presentation, image, audio, video, web, system, archive, file compression;
file extensions may include but are not limited to five of – bak, bmp, csv, dat, dot, doc/docx, gif, html, jpeg, mov, odt, pdf, rtf, tif/tiff, tmp, txt, wmv, xls/xlsx, zip.
- 1.4 File management actions are performed locally and remotely according to the protocol for the digital devices and good practice.
- Range *actions* include – creating, saving, copying, naming, renaming, moving, sorting, deleting, archiving, retrieving, local and remote backup, restore, file compression, managing threats to data; ethical and legal considerations to sharing files;
may include synchronizing of local and remote files.

Replacement information	This unit standard and unit standard 29783 replaced unit standard 2781
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Planned review date	31 December 2021
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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	N/A

Consent and Moderation Requirements (CMR) reference	0226
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.