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

Purpose	People credited with this unit standard are able to manage files and folders using digital devices.
	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], the New Zealand Certificate in Computing (Foundation User) (Level 2) [Ref: 4132], 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].

Classification	Computing > Generic Computing

Available grade	Achieved

Guidance Information

1   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.

2   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; external media, hidden files, ethical and legal issues related to management of information; and may include synchronising devices through the cloud.

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.
     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 2020
     and any subsequent amendments.
     Current legislation and regulations can be accessed at http://legislation.govt.nz.

Outcomes and performance criteria

Outcome 1

Manage files and folders using digital devices.

Performance criteria

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 – local and cloud storage, 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; hidden files, external media;
                includes managing threats to data; ethical and legal considerations
                to sharing files;
                may include synchronising of local and remote files.

Replacement information	This unit standard and unit standard 29783 replaced unit standard 2781.

Planned review date	31 December 2026

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

Consent and Moderation Requirements (CMR) reference	0099

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 if you wish to suggest changes to the content of this unit standard.