

<b>Title</b>	<b>Configure 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; 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 (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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### Explanatory notes

- 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 1993  
Unsolicited Electronic Messages Act 2007  
and any subsequent amendments.  
Current legislation and regulations can be accessed at <http://legislation.govt.nz>.
- 5 References  
*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](http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/guidelines-for-using-computers).

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## Outcomes and evidence requirements

### Outcome 1

Set up and personalise a range of digital devices.

Range at least three different types of digital devices.

### Evidence requirements

- 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.

### Evidence requirements

- 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 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

<b>Consent and Moderation Requirements (CMR) reference</b>	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](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.