Title	**Synchronise data across digital devices and multiple platforms**		
Level	**3**	**Credits**	**2**

Purpose	People credited with this unit standard are able to: perform synchronisation of data across devices and operating systems; transfer data between local and remote storage; and describe and minimise potential risks of sharing data. This unit standard has been developed primarily for assessment as an option within programmes leading to the New Zealand Certificate in Computing (Intermediate User) (Level 3) [Ref: 2592].

Classification	Computing > Generic Computing

Available grade	Achieved

Guidance Information

1 Recommended skills and knowledge:
Unit 29780, *Configure, manage and use contemporary and emerging digital devices*, or demonstrate equivalent knowledge and skills.

2 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.

3 The tasks must be of sufficient complexity to provide scope to meet the assessment performance criteria. The assessment context for this unit standard must be suitable to meet the criteria for level 3 in the NZQF Level Descriptors, which are available by searching for “level descriptors” at www.nzqa.govt.nz.

4 Learners must demonstrate good practice across all outcomes by selecting and using the appropriate feature or function to enable consistent correct use of the chosen digital devices and operating systems safely and securely.

5 Definitions
Access controls refer to procedures and/or devices which selectively restrict access to a user account, place or other resource, and includes user names, passwords, two-step authentication.
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.

6 Legislation relevant to this unit standard may include 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
Official Information Act 1982
Privacy Act 2020
Protected Disclosures Act 2000
Unsolicited Electronic Messages Act 2007
and any subsequent amendments.
Current legislation and regulations can be accessed at http://legislation.govt.nz.

7 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 https://www.worksafe.govt.nz/topic-and-industry/work-related-health/ergonomics/safely-using-computers-at-work/.

Outcomes and performance criteria

Outcome 1

Perform synchronisation of data across devices and operating systems.

Range includes at least two devices and two operating systems.

Performance criteria

1.1 Device settings are configured and customised to allow synchronisation.

Range may include but is not limited to – wireless settings, local area network settings, access controls, security.

1.2 Identified data is synchronised and sharing permissions established for remote retrieval by other parties.

Range may include but is not limited to – documents, still and moving images, music, email, contacts, calendars.

Outcome 2

Transfer data between local and remote storage.

Range includes but is not limited to – at least two devices and two operating systems.

Performance criteria

2.1 Configuration settings are correctly set, and connection to remote storage is established.

Range may include but is not limited to – wireless settings, local area network settings, access controls.

2.2 Identified data is transferred successfully.

Range may include but is not limited to – documents, still and moving images, music, email, contacts, calendars.

2.3 Access controls are configured to meet requirements for secure sharing, as verified by external testing.

Outcome 3

Describe and minimise potential risks of sharing data.

Performance criteria

3.1 Potentials risks of sharing synchronised data are described in terms of their impact on end users or the organisation.

Range at least two potential risks;
may include but is not limited to – corporate confidentiality, risk to reputation, integrity of information, privacy breach.

3.2 Methods to minimise risk when sharing data are selected and implemented.

Range at least two methods;
may include but is not limited to – use of disclaimers, shared links, password protection, access permissions.

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	28 April 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.