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Revision Check List	Component 3: Effective digital working practises (tick box)	Confident	Nearly there	Unsure
Topic 1: Modern technologies	Communication technology – (adhoc networks) • I can describe how to set up and use ad hoc networks • I can explain security issues with open networks • I can select the appropriate communication channels for sharing information, data and media with stakeholder • I can identify performance issues with ad hoc networks and issues affecting network availability			
	Cloud storage/features • I can describe features and uses of cloud storage including synchronisation of cloud and individual devices and availability (24/7). • I can explain how cloud and traditional systems are used together including device synchronisation and online/offline working.			
	Platform/services impacts on cloud storage • I can describe features and uses of cloud storage including synchronisation of cloud and individual devices and availability (24/7)			
	Traditional systems • I know how notifications are used in cloud and traditional systems			
	Implications of cloud technologies. • I can identify the implications for organisations when choosing cloud technologies, including: disaster recovery policies, security of data, compatibility, maintenance, getting a service/storage up and running quickly and performance considerations.			
	Impact of modern technology - changes to modern teams • I know how modern technologies can be used to manage modern teams: Collaboration tools, communication tools, scheduling and planning tools			
	Communication with stakeholders • I know how organisations use modern technologies to communicate with stakeholders: - Communication platforms (website, social media, email, voice communication)			
	Inclusivity and accessibility • I can explain how modern technologies aid inclusivity and accessibility, including interface design, accessibility features and flexibility of work hours and locations. • I can describe the positive and negative impacts of modern technology on organisations in terms of inclusivity, accessibility and remote working.			
	Positive/negative impacts on individuals • I can identify the positive and negative impacts of modern technologies on organisations in terms of required infrastructure, demand on infrastructure of chosen tools/platforms, availability of infrastructure, security of distributed/disbursed data			
Topic 2 : cyber security	Threats to data • I know why systems are attacked. • I can identify the different type of hackers (black and grey) • I can explain the use of ethical hacking and white hat hackers			
	External threats • I describe the external threats virus, Trojan, phishing and shoulder surfing.			

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	Internal threats • I know the internal threats of stealing or leaking information, overriding security controls and downloads from the internet and untrustworthy websites. • I Understand the internal threats from unintentional disclosure of data and portable storage devices.			
	Impact of security breach • I can understand the impact of security breaches including data and financial loss. • I can explain the impact of security breaches including damage to public image and reduction in productivity and downtime.			
	User access restriction • I can describe user access restrictions including physical security measures and passwords.			
	Data level protection • I know how computers are protected with anti-virus software • I understand how computers are protected with firewalls, interface design and encryption.			
	Weaknesses and improving system security • I can explain a number of ways in which software can be designed to improve security. • I can explain the use of system and behaviour analysis to improve system security. • I understand the use of penetration testing to improve system security. • I understand how encryption is used to secure files, drives and transmitted data.			
	Policy- define responsibilities • I can state those responsible for cyber security and policy			
	Security parameters • I can explain how data is recovered • I can give a number of parameters that can be made for device hardening. • I can explain a number of ways in which software can be designed to improve security			
	Disaster recovery policy • I know how backups are used to recover data.			
	Actions to take after an attack • I can explain clear actions which will be taken after a cyber attack and the people who will be involved in these actions.			
Topic 3. wider implications	Responsible use of shared data • I can explain how data is shared between organisations. • I can describe the benefits and drawbacks of using shared data.			

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	Responsible use –environmental • I can explain impact of manufacture, use and disposal of IT systems on the environment. • I can explain the energy saving settings and policies available for digital devices. • I can evaluate the environmental considerations when upgrading or replacing computers.			
	Legal and ethical - equal access/ Net Neutrality • I can explain the importance of providing equal access to digital services and information. • I can identify the benefits to organisations, individuals and society of equal access • I can explain what net neutrality is. • I can explain the impact of net neutrality on organisations. • I can discuss the ethical use of data. • I can identify the legal requirements and professional guidelines regarding equal access.			
	Purpose and use of acceptable use policies • I can explain the purpose and use of acceptable use policies.			
	Data protection principles • I can identify the data protection principles.			
	Intellectual property • I can explain what is meant by intellectual property.			
	Criminal use • I can explain the criminal use of computer systems including unauthorised access and modification of materials. • I know the criminal use of computer systems including creation and spreading of malware.			
Topic 4: planning and communication	Data flow diagrams (DFD) • I can draw a simple data flow diagram • I can interpret a simple data flow diagram			
	Flowcharts • I can state the use of a flowchart • I can draw a simple flowchart to describe the steps in an activity or process			
	System Diagrams • I can explain the use of a system diagram • I can draw system diagram.			
	Tables • I can describe the advantages of presenting data in a graph or chart rather than a table of figures. • I can read a table and a graph.			