

Select and use collaborative IT tools and social networks

Overview

This standard is about using digital systems for networking and collaborating effectively online with others.

It involves planning the use of digital technologies for collaboration, then setting up and adjusting them to meet needs. It includes organising collaborative and social networking content; engaging in online networks, forums and communities in line with organisational guidelines. It also includes working as part of a virtual team to produce and archive agreed outcomes.

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Performance criteria

You must be able to:

1. plan the use of collaborative IT tools and social networks to deliver project outcomes
2. set up collaborative technologies for own use, adjusting settings to meet organisational needs
3. use IT tools for the effective organisation of collaborative and social networking content including data feeds
4. engage in relevant online networks, forums or communities to support personal and professional development
5. research ratings, reviews and recommendations online to assist selection of IT tools and social networks
6. perform appropriate checks on others' online identities to safeguard self and others
7. contribute to producing and archiving the agreed outcome of collaborative working in line with organisational needs
8. identify and report risks to security in the use of collaborative tools and in line with organisational guidelines

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Knowledge and understanding

You need to know and understand:

1. regulations, organisational policies and procedures governing the collaborative IT tools and networks including IT health and safety and good practice, and how to apply them
2. features and benefits of different types of collaborative software and tools available and when and how to use them
3. benefits and potential drawbacks of internet forums
4. the importance of version control when working collaboratively
5. problems and risks there may be in using collaborative technology and how to keep them to a minimum
6. the importance of promoting trust when working collaboratively and ways in which this can be done
7. how to check someone's online identity
8. the importance of digital property rights
9. potential security issues when using collaborative tools and how to report them

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