

Overview

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

It involves connecting and configuring digital technologies for collaborative activity and supporting team members to contribute. It also includes supporting and moderating online communities.

Performance criteria

You must be able to:

1. connect and configure the correct combination of IT tools and devices needed for collaborative tasks
2. configure and use permissions to filter information in line with organisational requirements
3. support effective community management
4. monitor the use of social networks in line with organisational requirements
5. provide effective support to team members in achieving their work activities using IT
6. contribute to the effective building of collaborative knowledge resources

Knowledge and understanding

You need to know and understand:

1. regulations, organisational policies and procedures governing the safe use of collaborative IT tools and networks including IT health and safety and good practice, and how to apply them
2. how to evaluate the potential, limitations and suitability of collaborative and social networking tools
3. how to select and implement version control systems
4. the types of collaborative tools and social networks available and how to use them
5. techniques for avoiding compatibility issues that may arise when working collaboratively
6. how to assess what information can be shared with others
7. the legal requirements for sharing data
8. how and why permissions are set to allow others to participate in and restrict access to collaborative and social networks

Moderate the use of collaborative IT tools and social networks

Developed by	e-skills
Version Number	1
Date Approved	January 2015
Indicative Review Date	June 2017
Validity	Current
Status	Original
Originating Organisation	e-skills UK
Original URN	ESKITU032
Relevant Occupations	ICT for users
Suite	IT Users
Keywords	Collaboration, Social Media, online security
