Overview

This standard is about interacting with digital technology, digital information and digital security systems.

You will need to understand how and why digital technology has been incorporated into the workplace, the importance of digital information security and how you interact with technology during your work activities. You also need to understand the use of your personal digital technology and the requirement for data security, related access levels to data and the need for effective controlled access and password protection. You are expected to be able to effectively interact with a range of digital technologies during your work activities.

In the context of this standard you should be able to understand the importance of digital technology and your role in complying with policies governing the utilisation of digital equipment and the requirement of information protection as relevant to your role.

Who this standard is for

This standard is for those that work in supporting roles throughout engineering construction including apprentices, upskilling (improvers, craftsperson mates) and labourers

Interacting and utilising digital technology, digital information and security

Performance criteria

You must be able to:

1. maintain data security by adhering to digital and security policies and procedures
2. interact with **digital security systems, information** and technology according to company procedures
3. look after and keep secure information and items used for digital security systems for accessing buildings, sites and work-related information.
4. visually check the condition and operation of personal digital devices including those used for security systems.

5. store personal digital equipment in accordance with policies and procedures

6. comply with company and client digital equipment procedures with regards to authorised digital equipment at your work site

7. use technology to extract, **save and send digital information**, in accordance with your company's and site procedures
8. access appropriate help and support when problems with digital technologies arise
9. use a range of **available technology for training** and professional development

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Knowledge and understanding

You need to know and understand:

1. digital and security policies and procedures in the workplace and how these are contravened
2. the importance and impact of misuse of digital information for your employer
3. the differences between personal digital information and digital information held by your employer and your rights

4. the differences between personal digital information that you own and that which is held about you by your employer to include:

   - your rights in relation to this
   - how this relates to current legislation and regulations

5. the concept of intellectual property and copyright

6. the nature and use of digital information and social media and its impacts, both nationally and internationally
7. the difference between analogue and digital devices
8. different permission levels related to data access, why they exist and why they are important
9. the importance of the security of digital information and physical items that you use to access digital security systems such as those used to enter buildings and sites
10. why certain digital equipment is or is not permitted in high risk areas
11. personal digital equipment and why this equipment is restricted in work-related certain areas
12. how to use digital technology and equipment necessary for your role
13. how digital **information relevant to your role** is used, analysed, stored and destroyed
14. how to verify if information, related to the task in hand and job role, is appropriate and correct
15. the benefits of e-learning and immersive technology for training and professional development and how to use and access this

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Scope/range

Digital security systems
These could include:

- swipe card
- pin access
- proximity: card or tag
- photo identification
- biometric: hand & eye scans
- remote access or smart locks

Information
This could include:

- documents
- reports
- information retrieved off meters/sensors
- site access information
- biometric scanning information
- photos of equipment
- diagrams
- images
- tables, charts and spreadsheets
- test results
- images of defects
- videos
- manufacturers' information
- health and safety induction
- safety presentations on entry to a site
- training packages

Save and send digital information
This could include:

- taking and sending images or videos
- inputting information into digital devices
- submitting information online
- saving information and documents
- receiving and sending digital information

Available technology for training
This could include:

- online meetings/briefings/presentations
- e-learning
- online training
- virtual classrooms
- immersive technology such as virtual reality and augmented reality

Information related to your role
This could include:

- manuals
- internal and external websites
- electronic drawings
- meter readings
- images and videos
- emails
- applications and software

Developed by	ECITB
Version Number	1
Date Approved	02 Mar 2021
Indicative Review Date	07 Jun 2025
Validity	Current
Status	Original
Originating Organisation	Engineering Construction Industry Training Board
Original URN	ECISAEC 15
Relevant Occupations	Engineering
Suite	Supporting Activities in Engineering Construction
Keywords	Digital information; technology; e-learning; data security; permission levels; passwords; data access; data security; virtual reality; engineering construction; e-learning; immersive technology; installation; assembly; site security; mobile phones; tablet