

Essential Digital Literacy Skills (EDLS) Task Progression

Entry level 1 (maximum time allowed 6 hours)

Task Activity	Candidate Requirements	Digital Strand	Amplification
Turn on a digital device <i>The device is provided by the assessor. A security feature (e.g. password) is set up on the device and shared with the candidate.</i>	-The candidate turns on the device and uses a password (or similar) to access the device.	Responsibility	Learners should be able to independently turn on a digital device. Digital device: e.g. tablet, netbook, laptop, mobile phone, wearable technology Security Feature: e.g. password, passcode, fingerprint, face recognition
Add information to a file/document <i>The document (or similar) is pre-prepared by the assessor. The assessor sets up a collaborative tool on the device which allows the candidate to work synchronously with others.</i>	-The candidate adds one more item to a list on the collaborative document.	Productivity	Collaborative document: e.g. word document, digital notepad The learner could add information by using e.g. a mouse, keyboard, touch screen, touch pad, remote control.
Collaborate with others	-The candidate collaborates synchronously to see items added to the list by others.	Collaboration	Collaborative tools: e.g. instant messages, documents on collaborative platforms
Open a file/document <i>The assessor shares a pre-prepared file/document with the candidate. This is a different to the one shared with the candidate previously and does not need to be a collaborative document.</i>	-The candidate opens another file/document. This shows a list of items.	Productivity	File/ document: e.g. word document, digital notepad
Add information to a file/document	-The candidate adds one item of their own and one presented by	Information	As the skills is adding the digital information, learners may have support to think of

	another person during the collaboration to the list.		information that can be shared.
Use creative features to improve the document	-The candidate uses at least two creative features to make their list look better.	Creativity	Creative features: e.g. applying colour, changing fonts, adding an image, using auto enhance features on a photo, applying formatting features, adding borders to cells on a spreadsheet
Save the file/document <i>The assessor can help the candidate to save the document if needed. This is not assessed.</i>	-The candidate saves the file/document with or without help.		
Turn off digital device safely	-The candidate turns off the digital device safely.	Responsibility	Learners should be able to independently turn off a digital device.
Structured Discussion			
Based on the knowledge components of the Design Principles			

Entry level 2 (maximum time allowed 6 hours)

Task Activity	Candidate Requirements	Digital Strand	Amplification
Open a messaging account <i>A digital device is provided by the assessor and set up so that it is different to the candidate's personal/work account(s). A password (or similar) is set up to unlock the device and shared</i>	-The candidate uses a password (or similar) to access the messaging account.	Responsibility	Use of strong passwords or passcodes, fingerprints

<i>with the candidate. The assessor ensures that the login screen for the device is displayed prior to the start of the assessment. The assessor informs the candidate which messaging service has been used to send the message.</i>			
Open and read a message <i>The message is pre-prepared by the assessor; it contains specific instruction for the candidate and a link to a website. The assessor selects/provides a website which is appropriate to the task content and level of task.</i>	-The candidate reads the information in the message from the assessor (asynchronous collaboration). -The candidate replies to the message using appropriate tone and content. -The candidate follows the instructions in the message.	Collaboration Responsibility	Message: e.g. email, instant message, social network. These may be messages from friends or colleagues. Appropriate: use of correct greetings and language for the recipient
Create a file	-The candidate creates a document (or similar). -The candidate uses information from the message and given website to add information to the document.	Productivity Information	Create: this may be making a new file or renaming an existing file File: e.g. text document, spreadsheet, presentation document, image, audio, video Information: e.g. text, images, numbers, audio, video
Make the information in the document clear	-The candidate uses at least two techniques to make the information in the document clear.	Productivity	Techniques: e.g. adding borders, editing images, changing fonts and colours
Save the file	-The candidate saves the document independently.	Productivity	
Choose a digital tool and use to share findings with others	-The candidate agrees with at least one other person which digital tool will be used to collaborate synchronously with others to share findings.	Collaboration	Digital collaborative tools: e.g. emails, instant messaging, social media sites, shared online files, video calling, video

	-The candidate uses the chosen tool to share their findings with others.		announcement/messaging software, shared classroom
Add information to a document	-The candidate adds to their own document at least one piece of information provided by another person during the collaboration.	Productivity	Information: e.g. text, images, numbers, audio, video
Produce a document (or similar) which meets the purpose of the task	-The candidate presents information appropriate to the task using appropriate software. -The candidate either edits the document they created previously or creates a new document. -The candidate enters the information given in the message, information they have found and information another person has found.	Productivity	Information: e.g. text, images, numbers, audio, video
Use creative features to make information attractive for others	-The candidate uses at least two creative features to make information attractive.	Creativity	Creative features of digital tools: formatting (bold centre, bullets), adding or editing sound, adding or editing images
Save the file	-The candidate saves the document.	Productivity	
Structured Discussion			
Based on the knowledge components of the Design Principles			

Entry level 3 (maximum time allowed 6 hours)

Task Activity	Candidate Requirements	Digital Strand	Amplification
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<p>Create and name a folder and file</p>	<p>-The candidate creates a folder with a suitable name in a storage area. -The candidate uses the folder to save their work during the task.</p>	<p>Productivity</p>	<p>Folders: e.g. in email account, device or cloud storage, online collaborative tools Files: e.g. word documents, images</p>
<p>Collaborate with others to decide on which synchronous tool will be used to work together digitally</p>	<p>-The candidate decides, with at least two others, which collaborative tool they will use to work together synchronously.</p>	<p>Collaboration</p>	<p>The candidate may use an asynchronous tool such as an email when deciding which tool will be used for the collaboration. Synchronous collaborative tool: e.g. video call, instant messaging, social media, video announcement/messaging software, shared classroom</p>
<p>Use chosen digital tool to work together collaboratively with others to share information and ideas</p>	<p>-The candidate works synchronously with at least two others to discuss the possible content of the digital resource that they are going to create. (The candidate needs to indicate the contributions of each of the participants.)</p>	<p>Collaboration</p>	<p>Synchronous collaborative tool: e.g. video call, instant messaging, social media, video announcement/messaging software, shared classroom</p>
<p>Search online for information from different sources</p>	<p>-The candidate searches online for information from at least two different sources to meet the requirements of the task. -The candidate makes a note in a file of at least two sources where they looked for information, and gives reasons why the information</p>	<p>Information</p>	<p>Sources: e.g. websites, online newspaper/magazine, social network Reliable e.g. valid, fit for purpose, current, relevant, accurate, the correct authority and purpose</p>

	they found was reliable, providing a different reason for each piece of information.		
Save the information in the folder structure	-The candidate creates a file to save the information found, gives it a suitable name and saves within their folder structure.	Productivity	
Create a digital resource that meets the purpose of task	-The candidate creates a digital resource relevant to the task. The resource includes: information from research and collaboration as specified in the task; two types of media; at least three techniques (e.g. use of bold, colour) to make the information clear.	Creativity	Digital resource: this must include at least two different media e.g. text, images, audio, video, charts, graphs, hyperlinks Techniques e.g. font size type and style; adding colours, headings, borders and shading, editing images, audio and video
Save the digital resource (or a link to it) in a folder	-The candidate saves the digital resource/link in a folder.	Productivity	
Create a new file with suitable name and save in a folder	-The candidate creates a new file to record additional information, gives it a suitable name and saves file in folder. The file includes details of: device and software/applications and techniques used; the collaborative tool chosen to work with others; the digital tool(s) used to create the digital resource and why it was used; method chosen to share resource/message assessor. -The candidate saves the file in a folder.	Productivity Collaboration	

Use a digital tool to share work created in the task <i>The assessor provides the candidate with electronic contact details for the assessor prior to the start of the assessment.</i>	-The candidate uses a digital tool to send their work to the assessor or to send a message to tell their assessor where their work is stored.	Collaboration	Digital tool: e.g. email, instant message
Structured Discussion			
Based on the knowledge components of the Design Principles			

Level 1 (maximum time allowed 4 hours)

Task Activity	Candidate Requirements	Digital Strand	Amplification
Set up a folder structure with names that reflect the contents	-The candidate creates at least one folder and at least one subfolder and gives them suitable names. (The candidate creates a file that will be used to save evidence and findings [details of the digital device(s) and digital tools used; ways to secure digital data; findings from research]. The file is saved with a suitable name within the folder structure.)	Productivity	Organising folder structure: e.g. the use of at least two levels of folder hierarchy within any of email client, device or cloud storage, online collaborative tools; logical naming of folders Managing files: e.g. grouping files in appropriate folders, giving files appropriate names Saving files: these need to be given a suitable name as appropriate to the content
Carry out research relevant to the task and organise, record and save findings	-The candidate carries out research and evidences use of appropriate key words and phrases to locate information. -The candidate records information about copyright free images/video relevant to the task.	Information	Store and access digital data: e.g. retrieving information when required, downloading data/information, being aware of data protection measures e.g. by non-

	-The candidate organises all information so that it is ready to share with others and saves in a file(s), with a suitable name(s), in the folder structure.		inclusion of personal details unless the file (s) is suitably protected
Use digital collaboration tools to communicate with others to agree on a method of synchronous digital collaboration in order to share findings and discuss content <i>The assessor provides the candidate with electronic contacts of those they are to collaborate with prior to them starting Part 3 of the task.</i>	-The candidate contacts others asynchronously to agree a method of real-time (synchronous) collaboration.	Collaboration	Digital tools: e.g. shared online documents, video calling, emails, instant messages, forums, collaborative platforms Synchronous methods: real time Asynchronous methods: may be a delayed response (some asynchronous methods may also be considered as synchronous)
Collaborate synchronously with others to share findings	-The candidate uses the chosen digital collaborative tool to share their findings with others and to ask for comments. They also make a comment on at least one other person's findings. -The candidate records evidence on the collaborative methods used and how successful they were; saves this with a suitable name within the folder structure.	Collaboration	Digital tools: e.g. shared online documents, video calling, instant messages, forums, collaborative platforms Synchronous methods: real time Effective and efficient methods of digitally collaborating: e.g. use of features within the tool to aid collaboration, such as chat panes, emoticons, liking posts, voting, sharing links

			Review: e.g. ease of access, ease of use, features available
Design and create a digital resource relevant to the task	<p>-The candidate creates a digital resource that meets the purpose of the task.</p> <p>-The candidate uses at least one digital device and at least one digital tool appropriately, and retrieves and uses at least two pieces of information from their research.</p> <p>-The candidate uses at least two creative features of digital tools (e.g. images, tables, sound), and uses at least four techniques appropriately (e.g. editing images, use of colour schemes, adding hyperlinks).</p>	Creativity Productivity Information	<p>Creative digital approach: using at least one digital tool, at least two creative features of the tool and at least four techniques to produce a digital resource</p> <p>Creative features: e.g. images, tables, sound</p> <p>Techniques: e.g. editing images, use of colour schemes, adding hyperlinks, templates, timings</p> <p>Complete a task: the resource produced should be appropriate for the purpose and audience. All features of the resource should be clear and working</p>
Protect own digital resource	-The candidate protects their digital resource (e.g. by using password protection). The resource is saved within the folder structure.	Responsibility	Protecting digital information: e.g. password protection, using permissioning when sharing digital information
Structured Discussion			
Based on the knowledge components of the Design Principles			

Level 2 (maximum time allowed 5 hours)

The centre must ensure security of the controlled task outside of the designated sessions. This will be met by sharing a folder or using a portfolio system. There are a number of opportunities where the candidate can demonstrate security of the documents, files and resources through creation of evidence. It is preferable if the candidate is advised to use the assessor as the point of contact when demonstrating permissions, password protection or any form of security for these items.

Task Activity	Candidate Requirements	Digital Strand	Amplification
Set up an appropriate folder structure with file and folder names that reflect their contents	<p>-The candidate creates a folder structure with at least one folder and two subfolders. Suitable names are used for files and folders.</p> <p>The assessor should share the primary folder with the candidate, given correct permissions for the duration of the controlled task session. Permissions should allow the candidate to create, upload and edit documents as they would in a “real world” scenario. Once the session is over, the assessor should restrict access.</p>	Productivity	<p>Folder structure: this should include a folder and subfolders e.g. within email software, device or cloud storage, online collaborative tools</p> <p>Naming: appropriate names should be used for folders and files to enable efficient retrieval of information</p>
Carry out research relevant to the task and record and save findings in a format that is clear for others to understand	<p>-The candidate carries out research as specified in the task.</p> <p>-The candidate records information about copyright free images/video relevant to the task.</p> <p>-The candidate evidences use of refined search techniques, using appropriate key words and phrases.</p>	Information Productivity	<p>Digital tools: which tools could be used for a specific task, such as finding, storing or sharing information, collaborating on a project</p> <p>Refined search: e.g. narrowing by language,</p>

	<p>-The candidate assesses the information found on at least two sources for currency, relevance, authority, accuracy and purpose (CRAAP). (The information found needs to be saved in such a format as to make it clear for others to understand. It needs to support the candidate and others to make an informed decision on the type of digital resource to be created.)</p>		<p>location, time frame, usage rights Assess digital information:</p> <ul style="list-style-type: none"> • Currency – when was the information published? When was the website content updated? Do the links work on the website? • Relevance – Is the information relevant for the given task? • Is it written for a suitable audience? Does it give enough/too much depth? • Authority – Who wrote the information? Is there likely to be bias? Do they have expertise in that area? Are they referenced anywhere else? Are they connected to a well-known organisation or body? • Structured format: e.g. cloud storage (with appropriately
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			<p>named files and folders), desktop storage (with appropriately named files and folders), social bookmarking, video playlist, online/offline photo storage in albums/collections. The information should be organised in a way that makes retrieval a quick and easy process. There needs to be an awareness that some information can only be retrieved on certain devices with particular software.</p>
<p>Use digital collaboration to communicate with others to agree on a method of synchronous digital collaboration in order to share findings and discuss content <i>The assessor provides the candidate with electronic contacts of those they are to collaborate with prior to them starting Part 2 of the task.</i></p>	<p>-The candidate contacts others asynchronously to agree a method of synchronous collaboration. -The candidate chooses and uses a method which will be used to protect own work during the synchronous collaboration. The candidate's group will choose a method of synchronous collaboration. Within this method,</p>	<p>Collaboration Responsibility</p>	<p>Digital collaborative tool(s): e.g. learners should be able to select and use a combination of tools appropriate for the aspect of the task Tools to work safely: e.g. search engines, anti-virus software, data sharing tools</p>

	<p>the candidate must ensure correct permissions (security) is used to give the peer access to add comments and feedback. It would be beneficial for the candidate to also give this access to the assessor.</p>		<p>Techniques to work safely: e.g. setting permissions on shared resources, adjusting security settings when browsing, setting permissions and encrypting information, using 'bc' when emailing multiple addressees Protecting digital information: password protecting information, adjusting permissions when sharing information (rights for editing, commenting or viewing only)</p>
<p>Collaborate using a chosen synchronous tool and different techniques</p>	<p>-The candidate collaborates with others to share findings from research and invite comments, and comment on other's findings (at least two others). -The candidate agrees with others at least three findings from the research that each of the digital resources must contain. (During the collaboration the candidate must demonstrate the use of different techniques e.g. screen sharing, sharing reactions, use of chat pane.)</p>	<p>Collaboration Productivity</p>	<p>Digital collaborative tool(s): e.g. candidates should be able to select and use a combination of tools appropriate for the aspect of the task Digital techniques: a range of features of the digital tools should be used to maximise their use and improve the process e.g. screen sharing, sharing</p>

	<p>-The candidate saves evidence of the collaboration within their folder structure.</p>		<p>reactions, use of chat; 'miro' boards 'jamboards', 'mindmapping' to facilitate planning; polling and brainstorming to gauge opinion; quizzes to engage viewers Folder structure: this should include a folder and subfolders e.g. within email software, device or cloud storage, online collaborative tools</p>
<p>Create a digital resource in a format appropriate for the target audience that is easily navigated and working effectively</p>	<p>-The candidate creates a digital resource which contains appropriate information from their research. The resource includes: at least three different media; the use of at least two creative features of digital tools (e.g. images, charts, sound); the use of at least five techniques (e.g. editing audio/images/text, including animation, adding hyperlinks). The resource must be easily navigated, working effectively and in a format appropriate for the target audience.</p>	<p>Creativity Information</p>	<p>Digital creative solution: e.g.</p> <ul style="list-style-type: none"> • Using a digital tool creatively to produce a multimedia resource, for example a web page, user generated video, animation, augmented reality (interactive experience) • Using digital tools creatively to complete a task, e.g. managing social media pages or creating and managing a blog • Creating a budget sheet for an organisation which captures a range of

			<p>income and expenditure</p> <p>Digital creative tool e.g. collaborative tool used to gather information together, website template, presentation software, spreadsheet template</p> <p>Digital creative techniques: e.g.</p> <ul style="list-style-type: none"> • Sound, image and video editing • Animating, hyperlinking, polling • Amending given templates and structures <p>Digital creative solution: This must be fit for purpose and suitable for a specified audience. All features, e.g. sound, hyperlinks, must work. All images must be clear and appropriately sized and positioned.</p>
Protect own digital resource	<p>-The candidate protects the resource created using a different method to the one use previously.</p> <p>-The candidate saves the resource within their folder structure.</p>	Responsibility Productivity	<p>Protecting digital information: password protecting information, adjusting permissions when sharing information (rights for editing, commenting or viewing only)</p> <p>Folder structure: this should include a folder and</p>

			<p>subfolders e.g. within email software, device or cloud storage, online collaborative tools</p> <p>Naming: appropriate names should be used for folders and files to enable efficient retrieval of information</p>
<p>Review aspects of the task and save findings in a new file within the folder structure</p>	<p>-The candidate reviews one each of the technologies, tools and techniques used in the task.</p> <p>-The candidate reviews how well the tools and techniques supported the collaboration, and how collaboration influenced decisions made about their digital resource.</p> <p>-The candidate considers alternative digital tools and techniques that could have been used to collaborate with others to complete the task (at least one synchronous and one asynchronous method).</p> <p>-The candidate reviews both methods used to protect digital information.</p> <p>(All evidence of the above are saved in an appropriately named file and (sub) folder within the folder structure.)</p>	<p>Productivity/ Collaboration</p>	<p>Reflect on the collaborative process: this should include a review of the whole process, including the tools and techniques used, how well the individuals collaborated e.g. did they focus on the task or concentrate on irrelevant points</p> <p>Review and evaluate choices of tools and techniques: e.g. in terms of functionality and availability of appropriate software and cost; which tool, technology might be preferable if available</p> <p>Review methods of protecting information: e.g. ease of application for both owner and individual with whom the information is being shared, the strength of the method,</p>

			when it would be more appropriate to encrypt the information
Structured Discussion			
Based on the knowledge components of the Design Principles			

Level 3 (maximum time allowed 8 hours)

The centre must ensure security of the controlled task outside of the designated sessions. This will be met by sharing a folder or using a portfolio system. There are a number of opportunities where the candidate can demonstrate security of the documents, files and resources through creation of evidence. It is preferable if the candidate is advised to use the assessor as the point of contact when demonstrating permissions, password protection or any form of security for these items.

Task Activity	Candidate Requirements	Digital Strand	Amplification
Create a hierarchical folder structure	-Within the folder created by the assessor, the candidate constructs a folder structure with at least two levels. -The candidate applies meaningful names consistently to all files and folders. (All information and findings are saved securely within the folder structure, as specified in the task. Files are added to the folders throughout the task and must be filed appropriately.)	Productivity Responsibility	Storage structures: A minimum of 2 level file hierarchy which may be device or cloud-based storage. The structure should be well organised as demonstrated through the folder and file naming, and sharing of any files etc. The candidate will show evidence of protecting the information in the folder structure as the task progresses. Protecting digital information: e.g. <ul style="list-style-type: none"> • permissioning resources in a cloud-based storage area and reviewing of

			<p>permissions as this may need to change over time.</p> <ul style="list-style-type: none"> • storing digital resources on a secure platform when dealing with sensitive data • keeping the data backed up • sharing on secured sites or by encrypted email only
Find information to be used for the task	<p>-The candidate uses advanced search techniques with appropriate filtering methods to gather information. (The information gathered must be as specified in the task.)</p> <p>-The candidate checks the information found for currency, relevance, authority and purpose (CRAAP) and evaluates for its fitness for purpose.</p>	Information	<p>Advanced search: e.g. the use of advanced search functions within search engines, searching within a website for specific information</p> <p>Appropriate search engine: e.g. the choice of search engine for the task at hand, e.g. whether sourcing videos or journal would determine the search engine used</p> <p>Features: e.g. the use of online bookmarking and aggregation tools</p> <p>Evaluate: the currency, relevance, authority, accuracy and purpose of the information should be critically reviewed</p> <p>Format: the manipulation of data into a format that is suitable for given audiences</p>
Select methods of synchronous and asynchronous collaboration	<p>-The candidate identifies methods of synchronous and asynchronous collaboration that they consider are effective and efficient and which can be used in the task.</p>	Collaboration	<p>Methods of synchronous and asynchronous collaboration: e.g. shared online documents, video calling, emails, instant messaging, social media sites or blogs</p> <p>The candidate needs to consider the tools and techniques that can</p>

			be used to enhance the collaborative process.
Compare at least two methods of protecting digital information and use one of these methods in the task	<p>-The candidate compares at least two methods of protecting their information.</p> <p>-The candidate uses one of the methods considered to protect information during the task.</p> <p>The candidate must demonstrate security of their documents. The assessor has shared the method of storing the controlled assessment with the candidate. Any work completed before it is uploaded could be secured and shared with the assessor. EG: password protecting a Word document, sharing a file with the correct permissions, explaining why the organisation security is suitable.</p>	Productivity	<p>Protecting digital information: e.g.</p> <ul style="list-style-type: none"> • permissioning resources in a cloud-based storage area, and reviewing of permissions as this may need to change over time • storing digital resources on a secure platform when dealing with sensitive data • keeping the data backed up • sharing on secured sites or by encrypted email only <p>Review methods of protecting digital information: with reference to the sensitivity of the digital information, data protection legislation and the level of security needed</p>
Use digital collaboration to communicate with others to agree on a method of synchronous digital collaboration in order to share findings and discuss content	<p>-The candidate contacts others asynchronously to agree a method of synchronous collaboration to use to work together.</p> <p>-The candidate chooses with others a method which will be used to protect work during the synchronous collaboration.</p>	Collaboration	<p>Opportunities to collaborate: when and how collaboration can take place.</p> <p>Select and use appropriate digital tools and techniques: These must be chosen independently and all choices justified. Tools and techniques chosen must be accessible to all those within the collaboration.</p>

	-The candidate provides a rationale for their final choice of collaboration method.		As many tools can be used both asynchronously and synchronously, their intended use will need to be considered in the evaluation, together with the techniques that can be used. The candidate should refer to safety/security protocols used.
Collaborate digitally with others to discuss the findings from the research and how best to produce the digital resource	-The candidate uses the chosen synchronous collaboration method to discuss their findings with others. -The candidate discusses with others how best to produce their digital resource. This includes: possible digital resources to be used; ways to include an interactive element; ways to include an online form (or similar).	Collaboration	Creative features of digital tools: A range of tools and techniques should be used to complete a task Complex task: This must be a digital solution for a specified scenario. It may be a multimedia resource or website, which includes some form of interactivity e.g. survey, quiz, poll, comments, instant messaging, social media group interactions, online forms The digital solution should be complete with all elements working, such as hyperlinks, audio, video
Design and produce a digital resource which meets the requirements of the task	-The candidate uses appropriate software to design and produce a digital resource. The resource includes: an interactive element; an online booking form (or similar); at least three creative features of digital tools (e.g. use of images, charts, sound); at least five different techniques (e.g. sound/image/video that has been edited); appropriate	Creativity	Complex task: This must be a digital solution for a specified scenario such as a multimedia resource or website, which includes some form of interactivity e.g. survey, quiz, poll, comments, instant messaging, social media group interactions, online forms The digital solution should be complete with all elements working

	<p>information from own research and collaboration. (The resource must be fully completed, effective and suitable for the requirements of the task e.g. hyperlinks and sound work, images are clear and appropriately sized and positioned, interactive elements work correctly.)</p>		
Share final digital resource collaboratively making use of different techniques	<p>-The candidate shares their final resource with at least one other participant using a collaborative tool and a variety of techniques, and obtains feedback. -The candidate reviews the resource of one participant and provides feedback which includes appropriateness and accessibility of resource.</p>	Collaboration	<p>Review: This should include comments on, e.g.</p> <ul style="list-style-type: none"> • the impact of their creative solution on the intended audience • how their creative solution meets diverse needs e.g. disability, dyslexia • the safety and security of the chosen solution • how the solution could have been improved • why other solutions would have been unsuitable
Review efficiency of own storage organisation	<p>-The candidate reviews the efficiency of their storage organisation; this includes the implementation of security and how well it worked.</p>	Productivity	<p>Review methods of protecting digital information: with reference to the sensitivity of the digital information, data protection legislation and the level of security needed</p>
Save in folder structure evidence of collaboration using chosen digital tools and techniques, and an evaluation of digital tools and techniques used to collaborate	<p>-The candidate saves in the folder structure evidence of all collaboration activities, tools and techniques and provides an</p>	Collaboration	<p>Evaluation of tools and techniques used for collaboration: e.g. their accessibility to all users, how the</p>

	evaluation of the digital tools, techniques and processes used throughout the task to collaborate with others.		tools allowed the use of techniques which enhanced the collaborative process, whether the resources shared could remain secure through the process, the ease with which security protocols could be put in place
Structured Discussion			
Based on the knowledge components of the Design Principles			