

Learning Assessment Guide

Unit Standard 2781 – Version 5

Manage and protect data in a personal computer system

Level 2 – 3 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

This Learning Assessment Guide is made up of:

- tasks for you to complete
- a verification form for your manager to complete
- assessment results that the assessor will use to assess your competence.

The tasks in this assessment are designed to show your assessor that you can:

- 1 demonstrate file management on a personal computer system
- 2 identify common threats to data stored on a personal computer system, and apply appropriate data protection measures, and/or identify data protection measures currently in place
- 3 demonstrate knowledge of ethics in relation to the management of data held in computer systems.

Assessment Task One – Element 1

This task is designed to assess your ability to demonstrate manage file management on a personal computer system.

Task one activities

Show the assessor or an observer approved by the assessor, how you manage files on a personal computer system. The assessor or approved observer will complete an observation form while you complete this task.

You will require access to a computer filing system, with permission to manipulate it. You may need to discuss this with your manager.

1. Demonstrate the following:
 - how to open the computer filing system
 - how to search for and find three different files using a directory structure and a search mechanism.
 - how to open each file.

2. Explain the logical structure of files and folders. Show your assessor examples of each of these points as you explain them.

You should include an explanation of:

 - the need for descriptive file names
 - the reason for storing files in folders
 - the differences between files and folders.

3. Show your assessor how you manage data in the computer system by showing how you:
 - create a new file
 - copy a file
 - rename the file
 - move the file to another folder
 - delete the copied file
 - backup data on a removable disk
 - recover backup data.

Assessment Task Two – Elements 2 and 3

Task Two is designed to allow you to demonstrate your knowledge of:

- common threats to data stored on a personal computer system
- data protection measures currently in place
- ethics in relation to data held in computer systems.

Task two questions

1. The security of information stored on computers can be at risk. Choose **three** common threats to data from the list below and explain them. You may use other examples from your own workplace experience.
 - unauthorised access
 - internet and email risks
 - virus/trojan attack
 - spy ware
 - power failure
 - natural disaster
 - data corruption.
2. Give **three** examples of measures to protect the integrity of data held in a personal computer system. You can select your examples from this list or include other examples from your own experience.
 - back-up techniques
 - frequency of saving
 - virus protection facility
 - ups and/or surge protection.
3. Choose and explain **three** measures for preventing unauthorized access to a computer system. You can include other examples from your own experience.
 - passwords
 - logoff
 - shutdown
 - physical security such as locked rooms, keyboards, and/or workstations
 - anti-virus/trojan software
 - hardware/software firewalls.

4. Explain your workplace policy on the backup of information and data on the computer system.
5. Explain why the following ethical issues and principles need to be considered when working with information stored on a computer system.
 - copyright
 - piracy
 - individual privacy
 - organisational confidentiality.
6. Describe **two** instances of good ethical practice when managing data held in computer systems.

An example of good ethical practice is not using information you can access, such as names and addresses, for your own benefit.

Task Three – Elements 1, 2 and 3

Task three requires verification of your ability to manage and protect data in a personal computer system from your manager.

Task three instructions

1. Brief your manager on the content of this unit standard.
7. Ask your manager to complete the following verification form.
8. Ensure that the completed form is given to your assessor.

Learner verification form – unit standard 2781

Name of Learner:	
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This Learner is currently being assessed toward unit standard 2781 – Manage and protect data in a personal computer system. Your knowledge of the Learner is sought to verify whether or not the Learner is able to manage files and folders in a personal computer system.

Please complete this form and arrange for it to be passed on to the 2781 assessor.

Does the Learner have a good understanding of the file structure that operates on your computer system?	Yes	No
Does the Learner manage the files and folders in your computer system as required? (This includes opening, copying, renaming, moving and deleting files.)	Yes	No
Does the Learner make back up copies of data and recover this data if required?	Yes	No
Does the Learner follow good ethical practices when managing data held in computer systems?	Yes	No

Comments:

Name:		Phone:	
Position:		Date:	
Email:			

Assessment results

These are the judgements that your assessor will use to assess you.

Are the learner's explanations of how files are managed on a personal computer systems are accurate?	Yes	No
Is the Observation Checklist complete?	Yes	No
Do the learner's answers demonstrate awareness of common threats to data stored on personal computer systems?	Yes	No
Do the learner's answers demonstrate awareness of the application of appropriate data protection measures?	Yes	No
Do the learner's answers demonstrate knowledge of ethics in relation to the management of data held in computer systems?	Yes	No
Does the response from the learner's manager endorse the learner's ability to manage and protects data in a personal computer system?	Yes	No
Does the response from the learner's manager endorse the learner's ability to follow ethical practices when managing data held in computer system?	Yes	No