

Unit Title:	Using mobile IT devices
OCR unit number:	45
Level:	1
Credit value:	2
Guided learning hours:	15
Unit reference number:	H/502/4374

## Unit purpose and aim

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This is the ability to set up and use mobile or handheld devices such as a smartphone, PDA, portable media player, electronic organiser or data logger, for data capture, processing, exchange and storage.

This unit is about the skills and knowledge to set up and use a mobile or handheld device securely to input and store data and to transfer data to and from another device.

The use of mobile technologies will be defined as 'basic' because:

- the tools and functions on the mobile device will be pre-loaded and
- the techniques used for sharing files between devices will be familiar or commonly undertaken.

A work activity will typically be 'straightforward or routine' because:

the task or context using mobile technologies will be familiar and involve few factors (for example, sending SMS messages to colleagues, maintaining a calendar of events, taking notes, capturing a photo, using Bluetooth connectivity to send a photo to a friend's mobile phone.)

Learning Outcomes	Assessment Criteria	Examples
<p>The learner will:</p> <p>1 Set up the mobile device to meet needs</p>	<p>The learner can:</p> <p>1.1. Set up the mobile device for use</p> <p>1.2. Use mobile device interface features effectively</p> <p>1.3. Identify when and how to adjust device settings</p> <p>1.4. Adjust device settings to meet needs</p> <p>1.5. Identify any specific health and safety issues associated with the use of mobile devices</p> <p>1.6. Follow guidelines and</p>	<p><b>Set up mobile device:</b> Charging battery; Access (e.g. password, login); SIM card, connection (e.g. phone, Internet, cable)</p> <p><b>Interface features:</b> Display, menu, submenu, toolbar, icon, button, keypad, wheel; start and shutdown</p> <p><b>Device settings:</b> Resolution (e.g. screen, image), sound (e.g. mute, volume, ringtone), appearance (e.g. colour, theme)</p> <p><b>Health and safety issues:</b> Risks to self and others from using</p>

Learning Outcomes	Assessment Criteria	Examples
	<p>procedures for the use of mobile devices</p>	<p>device</p> <p><b>Guidelines and procedures:</b> Set by: employer or organisation regarding Health and safety, security</p>
<p>2 Use applications and files on the mobile device</p>	<p>2.1 Identify the different applications on the mobile device and what they can be used for</p> <p>2.2 Select and use applications and files on the mobile device for an appropriate purpose</p> <p>2.3 Input data accurately into a mobile device</p> <p>2.4 Organise, store and retrieve data on a mobile device</p>	<p><b>Mobile applications:</b> Phone, camera, address book, calendar, media, browser, games, notes, messages, office applications</p> <p><b>Applications and files:</b> Games and interactive material, documents, music files, video animations, image slideshows and presentations, emails, Internet pages, collaborative tools; pdf documents, Office documents, e-books, Flash animations;</p> <p><b>Input data:</b> Touch screen, stylus, keypad, voice command; Create products on the device (documents such as text notes or email, files such as sound recording, image or video capture)</p> <p><b>Store and retrieve data:</b> Files (e.g. create, name, open, save, save as, print, close), folders (e.g. create, name), navigate (e.g. menu, tool bar, icon, scroll bar, button)</p>
<p>3 Transfer data to and from the mobile device</p>	<p>3.1 Identify different types of secure connection methods that can be used between devices</p> <p>3.2 Transfer information to and from a mobile device</p> <p>3.3 Recognise copyright and other constraints on the use and transfer of information</p> <p>3.4 Identify why it is important to stay safe, keep information secure and to respect others</p>	<p><b>Secure connection:</b> Password control, Bluetooth, infrared, cable, device pairing; synchronisation software</p> <p><b>Transfer information:</b> Export, drag and drop, SMS, synchronise; when transfer successful</p> <p><b>Copyright constraints:</b> Effect of copyright law (e.g. on music downloads or use of other people's images),</p>

Learning Outcomes	Assessment Criteria	Examples
	<p>when using a mobile device</p> <p>3.5 Keep <b>information secure</b> when using a mobile device</p>	<p>acknowledgment of sources, avoiding plagiarism</p> <p><b>Staying safe:</b> Protect personal information, avoid misuse of images, use appropriate language, respect confidentiality, use copy lists with discrimination</p> <p><b>Keep information secure:</b> Username and password/PIN selection; how and when to change passwords; Respect confidentiality, avoid inappropriate disclosure of information</p>
<p>4 Maintain the performance of the mobile device</p>	<p>4.1 Identify factors that can affect <b>performance</b> of the mobile device</p> <p>4.2 Use appropriate techniques to <b>maintain the performance</b> of the mobile device</p> <p>4.3 Identify common <b>problems that occur with mobile devices</b> and what causes them</p> <p>4.4 Identify when to try to solve a problem and where to get <b>expert advice</b></p> <p>4.5 Use available resources to respond quickly and appropriately to common device problems</p>	<p><b>Performance:</b> Battery life; application and file use; device maintenance; network availability, interference</p> <p><b>Maintain performance:</b> Carry out routine maintenance (battery charging, cleaning of handset, communication settings such as Bluetooth or Wi-Fi turned off when not in use; closing applications after use</p> <p><b>Mobile device problems:</b> Compatibility between files, systems and connections; connection lost, card full; low bandwidth</p> <p><b>Expert advice:</b> Limits of own understanding and skills, help menus, manufacturer's guidelines, how to follow advice, information needed by experts; follow on-screen help</p>

## Assessment

All ITQ units may be assessed using any method, or combination of methods, which clearly demonstrates that the learning outcomes and assessment criteria have been met. Assessments must also take into account the additional information provided in the unit Purpose and Aims relating to the level of demand of:

- the activity, task, problem or question and the context in which it is set;
- the information input and output type and structure involved; and
- the IT tools, techniques or functions to be used.

See the Assessment and postal moderation section of the [ITQ Centre Handbook](#).

## Evidence requirements

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Candidates must complete the Evidence Checklist without gaps for this unit. Where candidates are submitting evidence produced having sat an OCR-set WebWise test there is no need to complete an evidence checklist. Individual unit checklists are available to download from the qualification [webpage](#) (see forms).

## Guidance on assessment and evidence requirements

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Please refer to the ITQ centre handbook on our [webpage](#).

## Details of relationship between the unit and national occupational standards

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This unit maps fully to competences outlined in IT User National Occupational Standards version 3 (2009).