

UNIT SPECIFICATION

Collaborative Technologies and Outcomes

Credit Value of Unit: 3

GLH of Unit: 30

Level of Unit: 3

Introduction

This unit aims to demonstrate how collaborative technologies can be used to promote the development and effectiveness of teams and individuals. The learner will be able to demonstrate understanding of safe use of collaborative technologies whilst ensuring they are set up correctly for use. Furthermore, the learner will be able to demonstrate understanding of how to manage and evaluate the use of collaborative technologies in practice.

Learning Outcomes	Assessment Criteria
The learner will	The learner can
1 Understand how collaborative technologies can support the development of personal and team effectiveness	1.1 Determine the IT tools and processes needed to improve personal and collaborative working 1.2 Explain the benefits and limitations of different collaborative IT related tools and devices for work related purposes 1.3 Explain how collaborative technologies can be used to overcome barriers and enhance effective team communications
2 Understand how to stay safe and secure when working with collaborative technology	2.1 Explain why guidelines need to be established for working with collaborative technologies 2.2 Develop and apply own guidelines for working with collaborative technology 2.3 Develop ideas to address the potential risks in using collaborative technologies for different purposes
3 Plan and set up tools and devices for collaborative working	3.1 Summarise ways to integrate different collaborative technology tools and devices for a range of purposes e.g. tasks, communication and media 3.2 Explain potential access and compatibility issues with using different collaborative technology tools and devices 3.3 Resolve access and compatibility problems so that different collaborative tools and devices work successfully
4 Prepare collaborative technologies for use	4.1 Review levels of access and permissions for different purposes 4.2 Select and use different elements across applications to create environments for collaborative technologies 4.3 Set and adjust settings to facilitate use of collaborative technologies by others 4.4 Outline recommended best practice to benefit collaborative working

5 Work as a member of a team to achieve defined goals using collaborative technologies	5.1 Determine levels of responsibility for the use of collaborative technologies
	5.2 Facilitate colleagues' responsible contributions and assist with engagement in using collaborative technologies
	5.3 Manage the moderation of collaborative technologies
	5.4 Evaluate collaborative technologies and provide feedback to others on their use of working to achieve outcomes in a constructive and considerate manner
	5.5 Diagnose issues or problems that occurred while using collaborative technologies
	5.6 Respond to problems with collaborative technologies and be prepared to help others to do so

Indicative Content

Assessment Method

Please note that this unit is assessed by a portfolio of evidence