

## Component 3: Effective Digital Working Practices

### A Modern technologies

#### ★ A1 Modern technologies

- Communication technologies;
- Features and uses of cloud storage;
- Features and uses of cloud computing;
- How the selection of platforms and services impacts on the use of cloud technologies;
- How cloud and 'traditional' systems are used together;
- Implications for organisations when choosing cloud technologies.

#### ★ A2 Impact of modern technologies

- Changes to modern teams facilitated by modern technologies;
- How modern technologies can be used to manage modern teams;
- How organisations use modern technologies to communicate with stakeholders;
- How modern technologies aid inclusivity and accessibility;
- Positive and negative impacts of modern technologies on organisations in terms of;
- Positive and negative impacts of modern technologies on individuals.

### B Cyber security

#### ★ B1 Threats to data

- Why systems are attacked;
- External threats (threats outside the organisation) to digital systems and data security;
- Internal threats (threats within the organisation) to digital systems and data security;
- Impact of security breach.

#### ★ B2 Prevention and management of threats to data

- User access restriction;
- Data level protection;
- Finding weaknesses and improving system security.

#### ★ B3 Policy

- Defining responsibilities;
- Defining security parameters;
- Disaster recovery policy;
- Actions to take after an attack.

## C The wider implications of digital systems

### ★ C1 Responsible use

- Shared data;
- Environmental.

### ★ C2 Legal and ethical

- Importance of providing equal access to services and information;
- Net neutrality and how it impacts on organisations;
- The purpose and use of acceptable use policies;
- Blurring of social and business boundaries;
- Data protection principles;
- Data and the use of the internet;
- Dealing with intellectual property;
- The criminal use of computer systems.

## D Planning and communication in digital systems

### ★ D1 Forms of notation

- Understand how organisations use different forms of notation to explain systems, data and information;
- Interpret information presented using different forms of notation in a range of contexts.
- Be able to present knowledge and understanding using different forms of notations.

Revision materials can be found on Google Classroom, including a digital revision book and YouTube playlist:

Other sources of revision:

BBC Bitesize - <https://www.bbc.co.uk/bitesize/>;

SAM Learning - <https://www.samlearning.com/>;

IDEA - <https://idea.org.uk/>

G Valiant posted a new material: 📄 Revision book for Component 3

Posted 8 Feb

This revision material has been shared to support you in preparing for the externally assessed component of your course.

Component 3, Effective Digital Working Practices, builds on the knowledge, understanding and skills developed in Components 1 and 2. The assessment requires you to be able to explain how organizations use digital systems and to understand the wider implications associated with their use.

- > Read the 'Revision Material Guide';
- > Work through the presentations;
- > Note the 'Sample response extracts';
- > Complete the 'Now try this' activities - use Google Docs to answer;
- > Assess work using the 'Answers' presentation.


G Valiant posted a new material: 📄 Revision playlist for Component 3

Posted 8 Feb

A work in progress playlist covering the exam content of the Pearson Edexcel BTEC Award Digital Information Technology qualification.

BTEC Digital Information ...  
<https://www.youtube.com/pl...>