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| **Learner Name:** |  | **Assessor:** | |  |
| **Centre Name:** |  | **Internal Verifier (if applicable):** | |  |
| **BCS ID / ULN:** |  |  | |  |
| **Unit Information Summary** | | | | |
| **Approximate Guided Learning Hours: 15** | | | **Unit Number: Y/502/4257** | |
| **QCF Credit Value: 2** | | | **Learning Outcomes (Number): 1** | |
| **Examples of Context:**   * Run anti-virus software to scan system and maintain security log. Home user ensuring their PC is protected by firewall and runs up-to-date anti-virus software routinely. | | | **Learning Materials Available:**   * Syllabus * Sample test | |
| **Suggested Assessment Methods:**  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 fully met   * Scenario * Coursework * Portfolio of Evidence – classroom or work-based * Practical Demonstration * Assignment * Task-based Controlled Assessment * Professional Discussion * Observation * Witness Statement | | |

| **Ofqual Learning Outcome** | | **Assessment Criteria** | **Examples of Content**  *The examples given are indicative of the learning content at each level and are not intended to form a prescriptive list for the purpose of assessment* | **Evidence Location** |
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| **1 Select and use appropriate methods to minimise security risk to IT systems and data** | 1.1 | Describe the security issues that may threaten system performance | *Threats to system performance: Unwanted e-mail (often referred to as “spam”), malicious programs (including viruses, worms, trojans, spyware, adware and rogue diallers) and hackers; hoaxes* |  |
| 1.2 | Apply a range of security precautions to protect IT systems and data | *Security precautions: Use access controls. Configure anti-virus software, adjust firewall settings, adjust internet security settings; carry out security checks, report security threats or breaches; backup; store personal data and software safely; treat messages, files, software and attachments from unknown sources with caution; proxy servers; download security software patches and updates* |  |
| 1.3 | Describe the threats to system and information security and integrity | *Threats to information security: From theft, unauthorised access, accidental file deletion, use of removable storage media; malicious programs (including viruses, worms, trojans, spyware, adware and rogue diallers), hackers, phishing and identity theft; unsecured and public networks, default passwords and settings, wireless networks, Bluetooth, portable and USB devices* |  |
| 1.4 | Keep information secure and manage personal access to information sources securely | *Access to information sources: Username and password/PIN selection and management, password strength; how and when to change passwords; online identity/profile; Real name, pseudonym, avatar; what personal information to include, who can see the information; Respect confidentiality, avoid inappropriate disclosure of information* |  |
| 1.5 | Describe ways to protect hardware, software and data and minimise security risk | *Protect systems and data: Access controls: Physical controls, locks, passwords, access levels. Security measures: anti-virus software, firewalls, security software and settings. Risk assessment; anti-spam software, software updates* |  |
| 1.6 | Apply guidelines and procedures for the secure use of IT | *Security guidelines and procedures: Set by: employer or organisation; security, privacy, legal requirements; how to use products to ensure information security within organisations* |  |
| 1.7 | Describe why it is important to backup data and how to do so securely |  |  |
| 1.8 | Select and use effective backup procedures for systems and data |  |  |

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| **Assessment Report** | | | | |
| **Assessor feedback / comments** (continue on additional sheet / assessment report if necessary) | | | | |
| **Internal Verifier actions / comments / feedback** | | | | |
| **Assessor signature:** |  | **Assessment date:** |  | **Reason for IV:**  **New Assessor**  **Random Sample**  **New Unit/Qualification**  **Other** |
| **IV signature:** |  | **IV date:** |  |