

# BTEC Tech Award in Digital IT Personal Learning Checklist

<b>Exam Board</b>	Pearson
<b>Subject</b>	BTEC Level 1/Level 2 Tech Award in Digital Information Technology
<b>Paper(s)</b>	Component 3: Effective Digital Practices
<b>Marks Available</b>	60 marks
<b>Length of Paper(s)</b>	90 minutes
<b>Topic(s)</b>	See below for a breakdown of topics

<b>Command Words</b>	Refer to the <a href="#">BTEC Tech Award in Digital IT Specification</a>
<b>Revision Videos</b>	Refer to <a href="#">KnowItAllNinja website</a> (Sign-in required)
<b>Past Papers and Mark Schemes</b>	Refer to the <a href="#">Pearson Tech Award in Digital IT(Assessment Page)</a>

## Component 3: Effective Digital Working Practices

Topics	Revision Guide page	R	A	G
<a href="#">Communication Technologies</a>	1-5			
<a href="#">Features and uses of the Cloud</a>	6-7			
<a href="#">Selection of Cloud Services</a>	8-10			
<a href="#">Implications of Cloud Technologies</a>	11-14			
<a href="#">Changes to modern teams</a>	16-17			
<a href="#">Managing modern teams</a>	18			
<a href="#">Communicating with stakeholders</a>	19			
<a href="#">How modern technologies aid inclusivity and accessibility</a>	21			
<a href="#">Positive and negative impacts of modern technologies on organisations</a>	22-24			
<a href="#">Positive and negative impacts of modern technologies on individuals</a>	25			
<a href="#">Why systems are attacked</a>	28			
<a href="#">External threats (threats outside the organisation) to digital systems and data security</a>	30-32			
<a href="#">Internal threats (threats within the organisation) to digital systems and data security</a>	29			
<a href="#">User access restriction</a>	35			
Data level protection ( <a href="#">Firewalls</a> , <a href="#">Anti-virus</a> and <a href="#">Interface Design</a>   <a href="#">Backup and Encryption</a> )	36-37			
<a href="#">Finding weaknesses and improving system security</a>	38			
<a href="#">Defining responsibilities</a>	41			
<a href="#">Defining security parameters</a>	41			
<a href="#">Disaster recovery policy</a>	42			
<a href="#">Actions to take after an attack</a>	43			

<a href="#">Shared data (location-based data, transactional data, cookies, data exchange between services)</a>	46-47			
<a href="#">Environmental concerns</a>	48-49			
<a href="#">Importance of providing equal access to services and information</a>	52			
<a href="#">Net neutrality and how it impacts on organisations</a>	53			
<a href="#">The purpose and use of acceptable use policies</a>	54			
<a href="#">Blurring of social and business boundaries</a>	55			
<a href="#">Data Protection</a>	56			
<a href="#">Dealing with intellectual property</a>	57			
<a href="#">The criminal use of computer systems</a>	58			
<a href="#">Understand how organisations use different forms of notation to explain systems, data and information</a>	65-67			
<a href="#">Data Flow Diagrams</a>	62-63			
<a href="#">Information flow diagrams</a>	61			
<a href="#">Flowcharts</a>	64			