

BTEC Tech Award in Digital IT

Personal Learning Checklist

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

Command Words	Refer to the BTEC Tech Award in Digital IT Specification
Revision Videos	Refer to KnowItAllNinja website (Sign-in required)
Past Papers and Mark Schemes	Refer to the Pearson Tech Award in Digital IT(Assessment Page)

Component 3: Effective Digital Working Practices

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

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