**Digital Apprenticeships at Gloucestershire College**

**Infrastructure Technician – Project 1: Policies**

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# General Instructions

A project consists of tasks that you complete. You must gather evidence that allows an assessor to judge:

* What you have done
* The way in which it was done
* With whom you did it

Evidence can include:

* Case studies
* Witness testimony (by manager, team leader, assessor)
* Written work by you
* Photographs
* Video
* Work product (screenshots, code listings etc)

A project should consist of a mix of evidence types

Evidence can be collected for parts of a competency standard and uploaded to ecordia.

A competency standard will be marked as complete when all the minimum required evidence has been uploaded

You can continue to upload evidence to demonstrate exceeding minimum requirements, building to your best work for submitting as a final portfolio of evidence for external assessment

# Specific Instructions

For each of the tasks you need to prepare documentation for uploading to ecordia as evidence.

The tasks are referenced to the competency standards shown below in red and italics.

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| **2 IT Security**  Demonstrates the necessary skills and behaviours to securely operate across all platforms and areas of responsibilities in line with organisational guidance, legislation | 2.1 The apprentice must demonstrate how they comply with organisational security processes and how they would recognise and escalate issues.  2.2 *The apprentice must be able to locate* and follow *policies and legislation* |

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| **6 Workflow management**  Works flexibly and demonstrates the ability to work under pressure to progress allocated tasks in accordance with the organisation’s reporting and quality systems | 6.1 The apprentice must be able to demonstrate the ability to prioritise workflow and manage allocated tasks.  6.2 *The apprentice must be able to* record tasks and *comply with organisations quality processes.* |

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| **7 Health and Safety**  Interprets and follows IT legislation to securely and professional work productively in the work environment  Understands and applies Health & Safety policies to every day work | 7.1 The apprentice must be able to demonstrate their interpretation and secure working practices in accordance with *IT legislation.*  7.2 The apprentice must demonstrate an understanding and apply *Health & Safety policies* to every day work. |

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| **9** Understands and responds to the correct processes associated with WEEE (the Waste Electrical and Electronic Equipment Directive) | **9.1** The apprentice must be able to explain how to comply when required with *WEEE and the implications of data protection during disposal.* |

# Task 1

Legislation

You need to identify the WEEE, data protection, security and health and safety legislation that applies to your place of work. Document the links and a brief overview.

Consider:

* Computer misuse
* Copyright
* Office safety
* Working on electrical equipment
* Display screen usage
* Safe lifting

# Task 2

Find the specific company policies which implement the legislation identified in task 2 that apply in your workplace.

Obtain copies for future upload.

Explain which policies particularly apply to your work

# Task 3

Identify and describe your company’s quality processes and how they apply to your own work.