

Overview

This standard is about optimising a digital technology system to improve its usability and features.

Optimising the settings of digital systems involves adjusting operating system features including the appearance of the user interface, start-up conditions, power options and performance as well as clearing storage media and removing unwanted applications.

This standard is for those who need to optimise digital system settings to meet their own needs or as part of their duties.

Performance criteria

You must be able to:

1.
Adjust operating system settings to improve user interface usability
2.
Install, remove and update application software to meet own and organisational requirements
3. Minimise unwanted scheduled start-up applications to improve system performance
4. Perform storage media file clean-up processes to maintain optimum drive space
5. Configure web browser settings to improve online performance
6.
Use system administrative tools to improve system performance
7.
Implement power saving options on mobile digital devices to improve battery performance
8.
Take appropriate action to resolve routine IT and connectivity problems in line with organisational guidelines
9. Identify, record and escalate non-routine problems for rectification

Knowledge and understanding

You need to know and understand:

1. The key features and functions of computer operating system settings
2. How to adjust screen colour, brightness and font size settings
3. How to optimise operating system performance
4. The parameters used to prescribe a digital device start-up sequence
5. How to add and remove software applications
6. How to maintain media storage devices for efficient operation
7. Organisational policies and procedures governing the safe usage of digital systems
8. The applicable system settings for digital wellbeing good practice
9. The sources of help to escalate problems for digital systems
10. The methods that can be used to optimise online browser performance
11. How to check for software application upgrades
12. The different system administrative tools and how to use them
13. The importance of regular and planned system maintenance
14. The types of routine and non-routine problems that may occur and how to respond and escalate them

TECHDUDD3

Optimise digital technology systems



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