Assessment Task

Units:	ICTWEB201 Use social media tools for collaboration and engagement
Candidate Name:	Engel Chad Mateo
Instructions for Candidate:	Complete the following tasks, knowledge questions and workplace testimonial relating to your workplace or a simulated workplace.

Task 1

Complete the following tasks in the context of a work placement or on the basis of a scenario provided by your trainer.

Review one social media type, e.g. information sharing, using the table provided. List the most popular tools and applications within the social media type, their characteristics, benefits and uses in business.

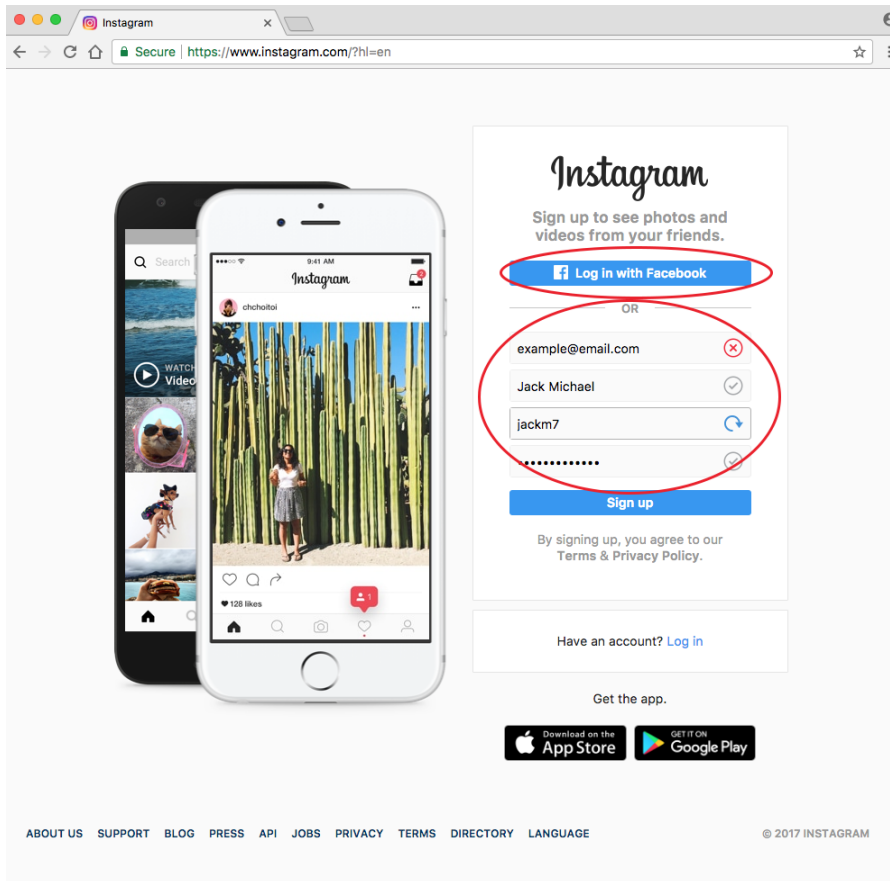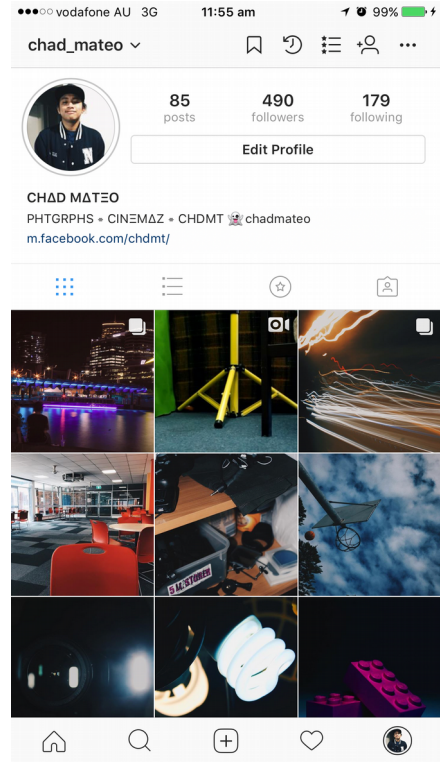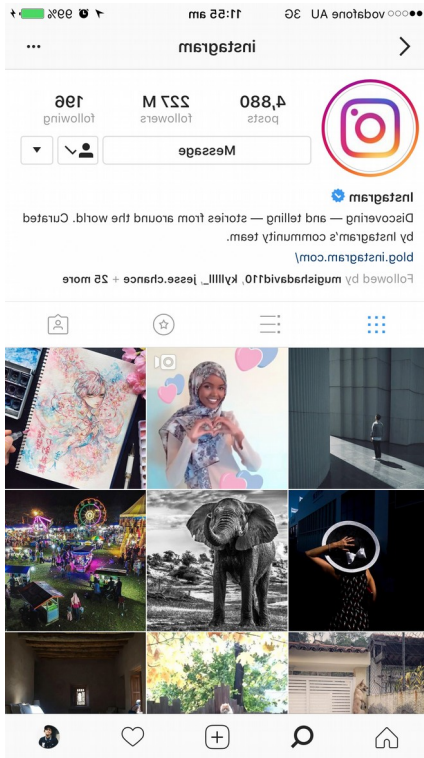| Social media type:	Photo sharing application			
Tool and applications	**Main characteristics**	**Benefits**	**Issues**	**Possible uses in business**
Instagram	Photo and video sharing	Edit pictures by adding filters and other creative tools	Privacy isn't perfect unless proper privacy is set	Create winning profile/post in a creative way
Tumblr	Blog like application	People can share moments of their lives	Prone to downtime	More search visibility for the
Facebook	Interactive social media	Meeting more friends and discover things around the world	Scammer creates fake profiles	Promote products with images/ videos/links
VSCO	Cam / Editor / Portfolio	Variety of filter and tools on enhancing image	Payment required for other package of filter	Better looking images

good work

Task 2

Select the most appropriate social media tool or application from the previous task, for possible implementation in your workplace.
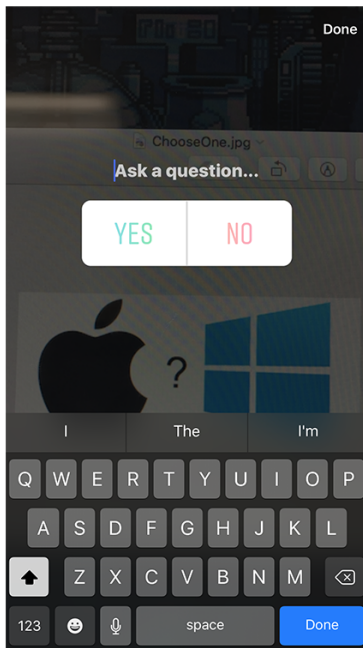
- Set up the preferred tool/application for use.

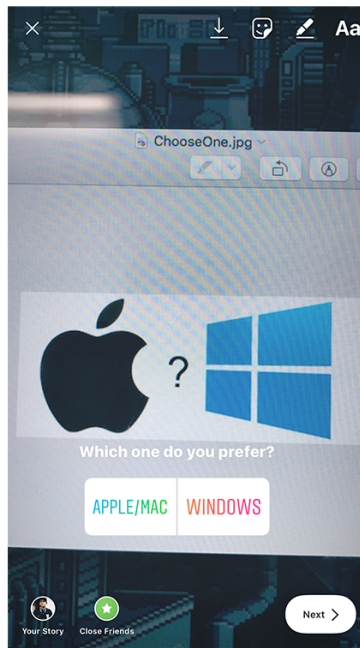- Establish the social media interface using text and file content.
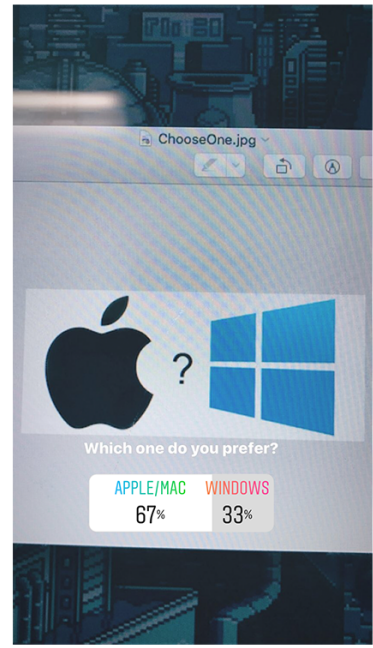
- Provide opportunities for social networking.

CREATING A POLL

POST THE QUESTIONS

AFTER 12 HOURS

- Have at least two peers test and evaluate the site for usability. Include their feedback in your records.
- Present the main interface of your site and findings in a brief report or PowerPoint presentation.

Knowledge Questions

1. Explain the term social media.

    The term social media means websites and applications that enable users to create and share content or to participate in social networking

2. What is the difference between social media and social networking?

    Social media is the place or platform where you can do the action of social networking which is interaction, business, communication etc.

3. Explain the OHS principles and responsibilities associated with using social media tools and applications.

    One example of the OHS principles and responsibilities is the period of work break. Another one is safety postures and action.

4. Outline some of the social problems that arise from the use of social media.

    Disadvantages like possibility of getting hack, which is losing private/personal information, getting attached to then social media that affects their health.

5. What components must be considered when assessing the usability of a social media platform?

    Components like, possible uses in business or marketing, communication, entertainment and benefits.

6. Explain the use of RRS feeds to connect a social network.

    It is format used to publish content that is regularly published like a blog or news headlines.

7. Provide a list of import and export software functions.

    Import

    Input dataset: <your dataset>
    Output format: Edgelist1
    (edgelist only) Type: directed
    Minimum tie val allowed: 1
    Embed row labels: NO
    Embed column labels: NO
    Output dataset: c:\data_to_tnet.txt

    Export

    net: This should be the network to export

    type: Which type of network this is (default is to auto-detect, see `as.tnet`)
    file: The desired file name of the network (default is to create a file in the working directory with the current time, for example, tnet_ucinet_network-2011-04-10_150817.dl).

8. What are the features and functions of social media applications?

    Every social media have different features and functions, but they have one thing in common which is the purpose of interaction between users to users or developers to users.

Workplace Testimonial

As part of the assessment requirements you must provide a testiomonial as evidence of your performance in the workplace. This report must be completed by your direct line manager or supervisor. If a workplace is not available for any of the following skills, they may be assessed in a simulated workplace.

Name of Candidate:	Engel Chad Mateo
RTO:	Skills Strategies International
Unit of Competency:	ICTWEB201 Use social media tools for collaboration and engagement
Manager/Supervisor:	**Craig Blair**
Workplace:	I.T Support *NLSC*
Contact No:	*9314 6444*

Does the candidate competently and consistently demonstrate the following skills in the workplace:	Y/N	Comments
Extract the relevant information from technical and organisational documents	✓	
Develop the content in a manner that supports and conveys information, using the appropriate structures and specialised language	✓	
Understands legal and ethical responsibilities, regarding the use of social media tools	✓	
Makes routine decisions and implements standard procedures for routine tasks	✓	
Understands the purposes, specific functions, and the key features of common digital systems and tools, and operates them effectively to complete routine tasks	✓	
Manager/Supervisor Signature: *[signature]*	Date: *6/11/17*	