**Learner Contact Details:**

Name:

Contact Address:

Postcode:

Contact Number:

E-mail:

**LEARNER DECLARATION**

*I confirm that the answers in Assessment 15 were completed by me, represent my own ideas and are my own work.*

Learner signature: Date:

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**Question 1. Identify the main social media networks in current use. (1.1)**

**Question 2. Describe the main features of each social media network identified. (1.2)**

**Question 3. Describe why you would use each of the social media networks identified. (1.3)**

**Question 4. Explain what a ‘social aggregator’ tool does. (1.4)**

**Question 5. Describe how blogs give individuals a voice on the Web. (1.5)**

**Question 6. Explain how professionals make connections using social media networks. (1.6)**

**Question 7. Describe why individuals, organisations/businesses, governments and social groups use social media networking sites. (2.1)**

**Individuals**

**Organisations/businesses**

**Governments**

**Social groups**

**Question 8. Identify the benefits of using social media networking for: (2.3)**

**Individuals**

**Organisations/businesses**

**Governments**

**Social groups**

**Question 9. Identify the risks of using social media networking for: (2.4)**

**Individuals**

**Organisations/businesses**

**Governments**

**Social groups**

**Question 10. Explain the advantages and main features of a social media user profile. (2.2)**

**Question 11. Describe how social media networks monitor engagement with their websites. (2.5)**

**Question 12. Describe the advantages of podcasting. (2.6)**

**Question 13. Explain why organisations have social media policies. (2.7)**

**Question 14. Describe what steps you can take to ensure your own safety and privacy. (3.1)**

**Question 15. Describe how to protect personal information when using social media websites. (3.2)**

**Question 16. Explain how the law impacts on uploading and downloading software and other digital content. (3.3)**

**Question 17. Describe the danger of computer viruses and how to minimise risk. (4.1)**

**Question 18. Describe how to minimise threats to information security when online. (4.2)**

**Question 19. Describe how to minimise the threats to user safety when online. (4.3)**

**Question 20. Describe where to access online help and information when using social media networks. (4.4)**

**Well done!**

**You have completed your Assessment 15, please check you have answered all the questions and signed the learner declaration on the front page, before submitting to your Assessor/Tutor.**