

Specification of Competency Standards for ICT Operation and Support

Unit of Competency

Functional Area: Network Support

Title	Setup content sharing on server
Code	107881L2
Range	This unit of competency applies to support personnel who are responsible for administering network content sharing on the organisation server to users. He/she would follow work order to setup required directory/folder on the server to permitted users to manage contents for sharing. Once the shared resources have been set some instructions or training in usage of the shared functions would be provided.
Level	2
Credit	3
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge for setup content sharing on server <ul style="list-style-type: none"> • Possess basic knowledge of common network servers • Possess basic knowledge of the server file system • Possess basic knowledge of network and content security • Possess good knowledge of administering content sharing on server • Possess basic knowledge of common network file sharing protocol, including: <ul style="list-style-type: none"> • Server Message Block (SMB) • Common Internet File System (CIFS) • File Transfer Protocol (FTP) 2. Setup content sharing on server <ul style="list-style-type: none"> • Comprehend work order to determine the requirements for setup of content sharing on the server, including but not limited to the following: <ul style="list-style-type: none"> • Folder name (physical folder and shared folder name) • Folders size • Owner of the folder • User and user group name and access rights (read only, read/write, etc.) • Security requirements • Create a new directory/folder with the required name and set quota size according to the organisation's policy, if any • Configure directory/folder with required access rights to allow appropriate users to access, download, upload file contents • Configure security settings, including: <ul style="list-style-type: none"> • Encryption of file sharing connection • Password protections • Perform simple tests, including: <ul style="list-style-type: none"> • Shared folder is discoverable across the network • User accessible • Contents can be maintained (upload, delete) by authorised user • Content is protected from unauthorised user • Provide instructions and/or tutoring to users on usage of the network sharing functions 3. Exhibit professionalism <ul style="list-style-type: none"> • Committed to serve users and protect the organisation servers

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Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: <ul style="list-style-type: none">• Fully comprehend the work order and able to clarify ambiguous requirements• Setup the content sharing on the server in accordance with the work order requirements and the organisation's standards and policies• Provide clear instruction or training to users on usage of the network shared functions
Remark	