

Specification of Competency Standards
for the Retail Industry
Unit of Competency

Functional Area - Information Technology

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| Title | Handle daily backup and maintenance of server |
| Code | 111401L2 |
| Range | This unit of competency (UoC) is applicable to staff responsible for handling maintenance of server. Practitioners have the ability to carry out daily backup and maintenance works of server according to the corporate requirements. |
| Level | 2 |
| Credit | 3 (For Reference Only) |
| Competency | <p>Performance Requirements</p> <p>1. Understand the knowledge of maintenance of server</p> <ul style="list-style-type: none"> • Understand that data is the core of online marketing and hybrid marketing, it is very important for the server to properly run • Understand that proper maintenance of server can enhance business continuity <p>2. Handle daily backup and maintenance of server</p> <ul style="list-style-type: none"> • Recognise the server and the surrounding equipment and record the operation, such as the server room temperature, humidity and other data • Identify backup devices and process daily backup jobs, such as the replacement of backup media and the delivery of media to the designated locations Review the progress and status of the backup work • Prepare relevant reports <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Ensure the server is working properly • Careful handling of data in the report preparation |
| Assessment Criteria | <p>The integrated outcome requirement of this UoC is the ability to:</p> <ul style="list-style-type: none"> • Properly handle daily backup and maintenance work of server. |
| Remark | This UoC is adopted from 107226L2. |