Working with ICT Test (29)

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1. Give **three** types of hardware or software associated with video-conferencing. [3]
2. Discuss the advantages and disadvantages associated with video-conferencing. [6]

*An organisation has a code of conduct for all of its employees using ICT systems.*

1. Describe what is meant by a ‘code of conduct’ and describe **four** guidelines it should contain. [6]
2. Explain how an organisation can enforce the code of conduct. [2]

*Nowadays employment patterns have changed and people are able to work locations outside the office.*

1. Describe what is meant by teleworking. [1]
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3. Discuss the advantages and disadvantages for the employee and business associated with teleworking. [8]

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