

**SKILLS FRAMEWORK FOR RETAIL
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Digital Interface Optimisation					
TSC	Digital Asset and File Management					
TSC Description	Develop and implement systematic procedures to organise digital content in collaborative and networked environments					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
		RET-DIO-2001-1.1	RET-DIO-3001-1.1	RET-DIO-4001-1.1	RET-DIO-5001-1.1	
		Follow digital asset management protocols and perform consistent and regular backup of files	Implement workflow processes within the Digital Asset Management (DAM) system, participate in the development and maintenance of digital assets taking into account organisational requirements.	Establish systematic procedures to organise digital content in a collaborative, networked environment	Lead development of strategic approaches for a digital asset database and infrastructure for organisational requirements and needs	
Knowledge		<ul style="list-style-type: none"> Workflow of the digital asset management system Types of security processes when storing assets on a network or cloud storage facility Data back-up protocols for data protection and archival Techniques of sharing assets or directories over a Local Area Network (LAN) or a Virtual Private Network (VPN) Digital filing policies and guidelines Systematic procedures to organise digital files Types of file hierarchy Methods of different archive formats 	<ul style="list-style-type: none"> Workflow of the digital asset management system Types of metadata to be utilised within a digital asset management system Types of security processes when storing assets on a network or cloud storage facility Data back-up protocols for data protection and archival Techniques of sharing assets or directories over a Local Area Network (LAN) or a Virtual Private Network (VPN) Security technologies and systems related to downloading, storing, maintaining and exporting digital assets Digital filing policies and guidelines Systematic procedures to organise digital files Types of file hierarchy Methods of different archive formats 	<ul style="list-style-type: none"> Workflow of the digital asset management system Digital asset management policies Types of digital asset management programmes Optimisation methods of implementing a digital asset management system Features of a user-friendly platform Security technologies and systems related to downloading, storing, maintaining and exporting digital assets Systematic procedures to organise digital files Types of file hierarchy Advantages and disadvantages of different filing systems Methods of different archive formats Organisation's digital filing policies and guidelines Digital Asset Management (DAM) system Different file types and 	<ul style="list-style-type: none"> Workflow of the digital asset management system Digital asset management policies Types of digital asset management programmes Optimisation methods of implementing a digital asset management system Features of a user-friendly platform Security technologies and systems related to downloading, storing, maintaining and exporting digital assets Systematic procedures to organise digital files Types of file hierarchy Advantages and disadvantages of different filing systems Methods of different archive formats Organisation's digital filing policies and guidelines Digital Asset Management (DAM) system Different file types and 	

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				their impact on hard drive space	their impact on hard drive space	
Abilities		<ul style="list-style-type: none"> Adhere to digital asset management protocols pertaining to downloading, renaming, storing, archiving, maintaining and exporting digital assets Track, record and archive information using accepted industry protocols Set up and administer a file naming system Collate information and prepare documentation aligned with established standards and procedures Save files using appropriate format into digital file system Perform consistent and regular backup to allow for retrieval of files if there is a data loss event Retrieve files from archive system Maintain version control to ensure the most recent file can be accessed 	<ul style="list-style-type: none"> Record data and other metadata information on assets to improve collaborative content development and resource discovery processes Use features provided by a Digital Asset Management (DAM) system to support the management of digital assets for a collaborative workgroup Implement a logical digital filing system of folders and sub-folders Save files using appropriate formats into digital file systems Monitor adherence of digital filing Take corrective measures to place files according to established formats and amend any naming errors. 	<ul style="list-style-type: none"> Oversee implementation of systematic procedures to organise digital content Utilise features provided by a Digital Asset Management (DAM) system and other technologies and systems to contribute to improvements in organisational policies and processes. Maintain version control to ensure most recent file can be easily accessed Develop archive system according to enterprise protocols Ensure staff comply with digital filing policies Implement consistent and regular backup strategies to allow for retrieval of files if there is a data loss event 	<ul style="list-style-type: none"> Develop digital filing policies and guidelines to create a systematic folder and/or sub-folder structure Develop a high-level strategic approach of a digital asset database and infrastructure Influence corrections, changes and additions to the digital asset management plan in light of changing organisational requirements Develop a digital filing framework to create a systematic folder/ sub-folder structure and establish internal guidelines 	