EVIDENCE REVIEW FORM

OCR Level 1 ITQ 2009

To achieve the Mandatory Unit (Unit 1),
Improving Productivity Using IT Level 1 (credit value 3),
you **must complete this Evidence Review Form.**

You need to choose ONE of the following options to give a brief description of why you are using IT by answering ALL the questions below. You must ensure that the option chosen, allows you to answer ALL sections of the form. **PLEASE COMPLETE THIS FORM ELECTRONICALLY.**

OPTIONS:

1. A real work task
or
2. A New CLAiT assignment
or
3. A centre-set assignment
or
4. A practice task(s) or assignment that you have undertaken whilst learning the skills for your IT qualification. It must be straightforward, but detailed enough to allow you to answer the questions below.

N.B. All tasks/unit evidence or assignments used must be included with the form, as they are the evidence for 2.2 and 2.3. If candidates have previously achieved a unit, upon which they are basing the ERF, a marked copy of the work produced must be submitted with the ERF. ITQ CLAiT CBA results reports are not acceptable.

If you are claiming other ITQ units you could cross-reference the task(s) or unit evidence you have used for this unit.

Candidates are required to complete the following information independently. All sections must be completed. For electronic completion, please use the tab key on the keyboard to navigate to the next area of the form. **Assessors should mark the candidate answers.**

Which option is this unit based on – 1, 2, 3 or 4 above?
If it is a New CLAiT assignment, please state which unit and year
e.g. 02/0506A
If it is based on 1, 3 or 4, please give a brief description of the task(s).
e.g. a PowerPoint presentation on Health and Safety

Option 1. A database report to show all holidays in July. Evidence attached for unit 18 database printouts and witness statement from my Manager.

1.1   Who is the information to be produced for?
         What will it be used for?

I am producing a report for my Manager from information in our database and it will be used to show the holidays staff have booked for next month.

1.3   What information do you need to include?
Where is the information located?

> *I need to include 5 fields, first name and surname, department and holiday start and end date. The database is stored on our U drive.*

1.6   Are there any constraints or guidelines that may affect the task you have completed?
e.g. deadlines, file size, software and/or hardware compatibility, house styles

> *My Manager needs it for the last Friday in every month and the house style is that it is created in Access and has the company name and the date produced in the footer. It will be printed out in colour on my Manager's wall.*

1.2 and 1.5   List any software and hardware and any resources you need to use.
e.g. paper, memory stick
1.4   Give at least 2 reasons why you used the software package and hardware you chose.
e.g. time, convenience, benefits of IT compared to manual, quality, accuracy

> *I used a database MS Access staff database. I also used a colour printer and a computer.*
>
> *The database package allows you to organise records and you can create very large databases, with Access you can simply create queries and reports to see the data you want.*

1.2   What skills did you need to complete the task?

> *I need to be able to open the database and create a query to show 5 fields and holidays for certain dates only and sort into alphabetical order of surname. I then create a report from the query and format it, so it is grouped by department and then needed to put headers and footers on.*

1.6   How may guidelines such as copyright law, security, software licensing, data protection, organisation/centre policy etc affect the work you produced?
e.g. passwords, assessment instructions, user instructions

> *For security I had to log on to the network using my own id and password. The organisational security settings restricted where I could save information onto the U drive and I have access only to do certain things in the database.*
>
> *The company has software licences for all software. I do need to be careful when using the database as it has staff information in which is confidential so I would not leave it logged in for others to access and I would shred any unnecessary printouts.*

2.1   Identify at least 2 automated routines that you used to improve productivity when completing this task.
e.g. set up shortcuts, templates, customise toolbars

> *I used the report wizard to set up the report but then went into design view to change some of the layout.*

Improving Productivity Using IT Level 1

3.1 and 3.2   How did you review the work produced?
            e.g. suitable for the audience and purpose

I checked I had the departments showing and that they were grouped. I looked at the data in the database to check I had the correct number of holidays in my report. I spellchecked the titles and checked with my Manager that it was what he wanted. I had no mistakes in the work.

3.2   Which tools did you use to format and layout your work?

Using different tools from the toolbars, I opened the database and created a query to show 5 fields and holidays for certain dates only and sorted into alphabetical order of surname. I then created a report from the query and formatted it so it is grouped by department and then put headers and footers on.

3.3   List at least one strength and one weakness of the final product.
        e.g. format, layout, accuracy, suitable for the audience

One strength was I have been using database for several years to input data so I felt confident using it.

One weakness is that when I want to query data I have to check the results carefully to make sure I created the correct query and the database now has lots of data in so this can be time-consuming.

3.4   Identify any improvements you could make to the task.
        e.g. corrections, better layout, learn new skills

I could set up a query that allows you to enter dates each month and run a report using macros but I am not sure how to do this yet.

I confirm that this is my own work

Candidate Name: John Smith   **Date:**   07 July 2010

I confirm that this is the candidate's own work

Assessor Name: Ann Riley   **Date:**   07 July 2010

Assessor Feedback

Must be completed to show evidence of assessor marking

N.B. To ensure the quality of the grammar, punctuation and spelling can be assessed effectively, candidates may wish to complete their answers in a separate word processed document to grammar and spell check before copying and pasting into this form.

Please send the final accurate submission of this form, to the Examiner-moderator, with the evidence being reviewed.