Unacceptable Evidence for Unit 94

Developing Personal and Team Effectiveness Using IT

1.1 Describe how at least two IT tools and systems can be used to manage time effectively

You can manage time effectively by using email as it is faster than sending a letter. You can manage time effectively by using broadband as it is faster than dial up.

Unacceptable as it does not "Describe" and is not a level 2 answer

1.2 Identify at least two IT tools and resources that you can use to support your own learning and development

On-line help and a manufacturer's manual

1.3 Describe how at least two IT tools and systems can be used to support personal performance improvement

On-line help – as I can look things up when I need to and it shows me step by step and manufacturer's manual – if I read it, it tells me how to do everything I need to know about.

Unacceptable as it does not "Describe" and is not a level 2 answer

2.1 Create an action plan to show how you can improve your own working practice
2.2 Participate in at least two activities to meet personal development goals and update your action plan to record activities
2.3 Use at least two IT tools to support your personal performance improvement

Goal	***Action Points***	***Target Date***	***Review***
To migrate to MS Windows 7	***To attend course*** ***To use with my documents***	***September 2011*** ***September 2011***	***Attended 3 hour course on differences***

Unacceptable as it does not show 2 activities have been participated in

3.1 Describe at least two roles and responsibilities of team members

Maureen – looks after everyone in our office she is the receptionist. If you want to know anything you just ask her she knows everything.

David – the big boss – he makes all the decisions about the company and has the best car in the car park. He does work very hard and is often in work before 8am!

Unacceptable as it needs to focus on roles and responsibilities

3.2 Describe how at least two IT tools and systems can be used to improve team activities

3.3 Identify at least two ways that IT can be used to overcome obstacles to effective teamwork

Team Building is great – once a year we have a day doing an activity with the whole company, we are split into groups often with people not from our department. Last year we did white water rafting it was great we had to build the raft, then drive it and choose who sat where etc. It was a very good experience and our team came second out of 6 teams.

Unacceptable as it is only one example and it is not about IT

4.1 Review contribution of own use of IT in support of at least two team activities

4.2 Provide feedback to others on their use of IT in a constructive and considerate manner on at least two occasions

4.3 Review feedback from others on own use of IT on at least two occasions

Our department have recently all had ipads, the reason for this is that they are very mobile and allow us to record video and take photos without having several devices to carry around. We can access our work network via a citrix log in and can access emails, files, contacts etc.

Unacceptable as it does not explain the candidate's own use of IT in a team activity

4.1 I recently worked with our department to update the software for the company. We were all given a role, my role was to transfer work files to the new version of software so they can be used by the departments. I worked with my Manager who installed all the software and the 7 other people in the organisation I met with each of them to see which files would need transferring (only database files needed amending) all other files could be opened and saved in the new software as they were used. 4.2 I fed this information back to each of the 7 people and showed them how to open and save. I then updated their databases and transferred the data into new versions. I am very good with databases so I felt that I worked very quickly on this activity and completed it within 3 days. On one occasion I had to report back to my Manager as there was an error message on the new software. 4.2 For 1 person I explained to them that they could set up a relational database rather than have a lot of repeating data. He was very pleased with this information and we met with my Manager who agreed to allow for me to work with the Purchasing Officer to show him the best way to set up a database that is relational and to transfer all the data over. I had good feedback from both My Manager and the Purchasing Officer.

This could cover all the criteria for 4.1, 4.2, 4.3 with some more evidence if the candidate had reviewed their contribution of how they used the relational database to support the Purchasing Department. The candidate has provided feedback to others on at least two occasions – a witness statement would confirm that it was in a constructive and considerate manner. Again the

candidate has had feedback from two people but they candidate has not reviewed the feedback – more information may cover this criteria.