

OCR Level 2 ITQ 2009

**To achieve the Mandatory Unit (Unit 2),
Improving Productivity Using IT Level 2 (credit value 4),
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 CLAiT Plus 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 1.5. 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 CLAiT Plus 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 database report to show all holidays in July

Option 1 – Work that I have produced using a word processor to help me get a job.

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

The information is to be produced for me but it will be used to help me find work. I will be producing covering letters and a CV and completing application forms.

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

I need to look at my certificates to see what qualifications I have got and I need to look at old CVs and application forms I have from when I was previously looking for work. The information is at home. I will also look at lots of websites and use the MS Word wizards to have a look at examples of letters and CVs to help me with the layout.

- 1.2, 1.3 and 1.4** Are there any factors that may affect the task?
e.g. availability of time, budget and resources, access to information

Time is always a factor as there are jobs coming up all the time so I need to make time to get things right and then make time each week to personalise applications to suit the vacancy. I don't have much money so would like something fairly simple so it is easy for me to print at home when I need to apply for a job using my own computer and printer.

- 1.7** Are there any constraints or guidelines that may affect the task you are completing?
e.g. deadlines, file size, software and/or hardware compatibility

I have MS Word 2003 at home and in the centre they have 2007 so I have to ensure I save the file so I can use it at home. Again I will save it onto a memory stick so it can't be too large in size. I will keep pictures and fancy bits to a minimum. I would like to have it finished by next Friday so I can start applying for jobs again.

- 2.1** Which tools did you use to format and layout your work?

The tools I used to format & layout my work were: page layouts, applying bullets, changing line spacing and search and replace.

Mail merge: Saving time in producing a large amount of letters, instead of typing all, only one is required.

Insert items: Enabling me to merge information i.e. Table, data, shapes.

Move and improve information: Enabling me to produce attractive and easy to understand documents, by using colour different fonts. Applying page breaks and using headers & footers.

- 2.1, 2.2 and 3.1** What were the benefits and drawbacks of the IT tools and systems you used?
e.g. time, convenience, benefits of IT compared to manual, quality, accuracy

It is much easier doing things on computer than by hand however you do have to spend a lot of time learning all the tools and finding your way.

Benefit of using mail merge means I only type one letter even if its going to lots of people, so it is much quicker and once you have set it up and saved it you can use it over and over again

Drawback of using Find & Replace is that it can replace "part of the word" rather than just the whole word which would be incorrect.

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

They don't apply to the task I am doing apart from Software licensing, I have a licence at home for Office 2003 and at College they have a licence for Office 2007. I have to login to use my computer and I have set a password that is difficult for other people to guess, so people cannot access my information. I am also careful where I store my information once it has been printed out, any copies with errors I have shredded; all others are in my briefcase to take home and store in my filing cabinet at home.

- 3.2 and 3.3** How did you develop solutions to improve productivity when using IT?
e.g. customise interface, set up shortcuts, save time/money, quality of product

I wanted to set up a decent CV, so that it looked professional and had all the information in one place. I wanted to use Word as it is the easiest package for me to use. I enjoyed doing research on the different layouts and formatting facilities I could use. I developed one template and input all my information and then I have spent time formatting it so I have 5 different CVs to use depending on the type of job I apply for. I have also set up a mail merge for a covering letter and a data source file so I can keep a record of jobs I have applied for. I am very pleased with what I have created.

- 2.5 and 1.6** How did you review the work produced?
e.g. suitable for audience and purpose, mistakes corrected

*I constantly check my work with my tutor. I used spell check and proof read.
I did correct mistakes as I spotted them and then with advice from the careers advisor, have amended some information in my CV to try and make sure it is suitable for employers.*

- 3.4** How did you test the completed task to ensure it worked as planned?

When I did the mail merge I had to use a query to find certain recipients. I was able to test whether I had completed this properly by looking at the printouts and checking I only had the correct number.

When I used the search & replace I was able to test this had worked properly by checking the whole words had been changed.

- 2.3** List at least 2 strengths and 2 weaknesses of the final product.
e.g. format, layout, accuracy, structure, style

Mail merge: Saving time in producing a large amount of letters, instead of typing all, only one is required. This will be a strength that I can do this when I apply for jobs, I can show them samples of mail merge I have done. I am really pleased that I have mastered mail merge.

My main weakness is my literacy level as I can run spell-check but don't always know the correct spelling for some big words – I am addressing this by attending a literacy course. Hopefully it is improving and I can turn it in to a strength.

- 2.4** Describe any improvements you could make to the task.
e.g. correct mistakes, learn new techniques, better layout, formatting, etc

The only improvement I could make is by getting myself a job I could put all my IT skills in to practice!!! I think that now I have created my CV and covering letters, I would like to look at creating a website to advertise myself to employers as I believe it is becoming a successful way to get a job.

I confirm that this is my own work

Candidate Name: Anthea Perry **Date:** 07 January 2011

I confirm that this is the candidate's own work

Assessor Name: Jasbinder Bains **Date:** 07 January 2011

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.