OCR Level 3 in IT User Skills ITQ

Evidence Checklist and Evidence Guide for:

Unit 03: Improving Productivity Using IT Level 3 (Credit Value 5)

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| **Candidate Name:** |       |  | **Centre Number:** |       |

Completed evidence checklists **must** be submitted with candidate work for each unit. No substitute is permitted.

Centre assessors **must** assess the candidate’s work prior to submission.

Only units that have been achieved should be submitted for moderation.

**Please note that where candidates are required to demonstrate amendments/replacements/moves/deletions, before and after evidence will need to be submitted.**

All pages must be numbered and the page number referenced on this form. The examples given are indicative of the learning context at each level and are not intended to form a prescriptive list for the purpose of assessment. However, Evidence requirements **(*in bold italics*)** must be followed.

| Criteria | **EvidenceRequirements** | Details/Page Number/Location of Evidence |
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| C1 Plan, select and use appropriate IT systems and software for different purposes.C1.1 Explain the purpose for using ITC1.2 Analyse the methods, skills and resources required to complete the task successfullyC1.3 Analyse any factors that may affect the taskC1.4 Critically compare alternative methods to produce the intended outcome C1.8 Explain any legal or local guidelines or constraints which apply to the task or activity | C1.1, C1.2, C1.3, C1.4 & C1.8 For your identified task(s), explain the purpose of using IT for all the bullet points below:* analysing the methods, skills and resources required to complete the task(s) successfully
* analysing any factors that may affect the task(s)
* critically comparing alternative methods to produce the intended outcome(s) including different software applications
* explaining any legal or local guidelines or constraints.

**Examples:** Who and what the information is for, when it must be finished, what information needs to be included, where it will be used (on screen, sent to others, printed), software, hardware, consumables, ability to use hardware and software and/or access training or research to enable the task(s) to be carried out, information and data, expertise. Access to information, steps that need to be taken in advance, availability of time, budget and resources; audience need, automated routines, templates, manual processes supporting IT. May include data protection, copyright, software licensing; organisational house-style or brand guidelines. |       |
| C1.5 Develop plans for using IT for different tasks and purposes, including contingenciesC1.6 Select and use appropriate IT systems and software applications to produce effective outcomes C1.7 Explain why different software applications could be chosen to suit different tasks, purposes and outcomes  | C1.5, C1.6 & C1.7 With reference to the bullet points below, present and implement a sequence of steps for using IT for your identified task(s) to achieve the relevant outcomes. Demonstrate where potential problems may occur and ways in which to avoid or mitigate themPlan, justify and use IT for different tasks and purposes within the task(s), including: contingencies, purposes and outcomes.**Examples:** What information sources are needed, how they will be found and evaluated, what application software will be used, what skills and resources are needed to complete the task(s) successfully, requirements for content, structure and layout; priorities, potential problems. Time, convenience, cost; benefits of IT or manual methods of preparing, processing, presenting and managing information; convenience and effectiveness at meeting needs, quality, accuracy; how IT can make task(s) easier than other methods, streamline business processes, increase productivity, any difficulties people have in using IT. |       |
| C2 Evaluate the selection and use of IT tools to make sure that activities are successfulC2.1 Critically compare the strengths and weaknesses of own and other people’s final workC2.4 Be prepared to give feedback on other people’s selection and use of IT tools | C2.1 & C2.4 Using your own identified task(s) and similar work undertaken by other people, report on the strengths and weaknesses of the final work and the use of IT tools**Examples:** Format, layout, accuracy, clarity for audience, structure, style, quality, efficiency. Strengths, weaknesses, potential improvements. |       |
| C2.2 Review ongoing use of IT tools and techniques and change the approach as needed C2.3 Evaluate and test solutions to make sure they match requirements and are fit for purpose C2.5 Explain different ways to make further improvements to work | C2.2, C2.3 & C2.5 Report on the IT tools and techniques used for your identified task(s) and intended outcomes using the bulleted list below:* ***evaluating and testing solutions to make sure they match requirements and are fit for purpose***
* ***explaining different ways to make further improvements to work and how to implement the changes***

**Examples:** Evaluate whether the IT tools and techniques are appropriate to the task(s) and intended outcome, run user tests, compare with other IT tools and techniques, find ways to optimise the choice and approach, test plans, test data, comparison of before and after the solutions have been implemented, measurements of time, costs. Evaluate the quality of the information used, produce drafts, review against initial plans, check with intended audience, impact of work on others. Correct mistakes, avoid affecting other people’s work, more efficient and effective ways of doing things, learning new techniques; ways to improve others’ or organisational efficiency. |       |
| C3 Devise solutions to improve the use of IT tools and systems for self and othersC3.1 Evaluate the productivity and efficiency of IT systems and procedures used by self and othersC3.2 Research and advise on ways to improve productivity and efficiency C3.3 Develop solutions that make a demonstrable improvement to the use of IT tools and systemsC3.4 Test solutions to make sure that they work as intended C3.5 Recommend improvements to IT systems and procedures that increase productivity | C3.1, C3.2, C3.3, C3.4 & C3.5 Use the testing results to produce a report on how to implement improvements to IT systems and procedures to increase productivity and efficiency.Evaluate the productivity and efficiency of IT systems and procedures used by self and others, including all the bullet points below:* ***researching and advising on ways to improve productivity and efficiency***
* ***developing solutions that make a demonstrable improvement to the use of IT tools and systems***
* ***testing solutions to make sure that they work as intended***
* ***recommending improvements to IT systems and procedures that increase productivity***

**Examples:** Save time, save money, streamline work processes, increase output, improve quality of outputs; total cost of solution; business benefit. Create guidelines, give advice. Set up short cuts, customise interface, record macros, create templates, create style guides; streamline business processes. Test plans, test data, comparison of before and after the solutions have been implemented, measurements of time, costs. Correct mistakes, avoid affecting other people’s work, more efficient and effective ways of doing things, learning new techniques; ways to improve others’ or organisational efficiency. |       |

**I state that the evidence for this unit is included on the specified printouts (or saved electronic files) indicated above.**

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| **Candidate Name:** |       | **Date:** |       |
| **Assessor Name:** |       | **Date:** |       |