

## Certificate in Digital Professional Expert

**The Level 3 Certificate for Digital Professional Expert is a minimum of 180 Guided Learning Hours with 2 mandatory units and two optional units.**

Mandatory Units: Improving Productivity Using IT and IT Security

### RQF LEVEL DESCRIPTORS

[1]

#### Level 3

### Level 3, Unit 1 - Improving Productivity Using IT (5 credits)

**1. 1. Plan, select and use appropriate IT systems and software for different purposes**

[1.1 I can explain the purpose for using IT](#) [2]

[1.2 I can analyse the methods, skills and resources required to complete the task successfully](#) [5]

[1.3 I can analyse any factors that may affect the task](#) [8]

[1.4 I can critically compare alternative methods to produce the intended outcome](#) [11]

**2. 2. Evaluate the selection and use of IT tools to make sure that activities are successful**

[2.1 I can critically compare the strengths and weaknesses of own and other people's final work](#) [3]

[2.2 I can review ongoing use of IT tools and techniques and change the approach as needed](#) [6]

[2.3 I can evaluate and test solutions to make sure they match requirements and are fit for purpose](#) [9]

[2.4 I can be prepared to give feedback on other people's selection and use of IT tools](#) [12]

**3. 3. Devise solutions to improve the use of IT tools and systems for self and others**

[3.1 I can evaluate the productivity and efficiency of IT systems and procedures used by self and others](#) [4]

[3.2 I can research and advise on ways to improve productivity and efficiency](#) [7]

[3.3 I can develop solutions that make a demonstrable improvement to the use of IT tools and systems](#) [10]

[3.4 I can test solutions to make sure that they work as intended](#) [13]

[1.5 I can develop plans for using IT for different tasks and purposes, including contingencies](#) [14]

[2.5 I can explain different ways to make further improvements to work](#) [15]

[3.5 I can recommend improvements to IT systems and procedures that increase productivity](#) [16]

[1.6 I can select and use appropriate IT systems and software applications to produce effective outcomes](#) [17]

[1.7 I can explain why different software applications could be chosen to suit different tasks, purposes and outcomes](#) [18]

[1.8 I can explain any legal or local guidelines or constraints which apply to the task or activity](#) [19]

## Level 3, Unit 4 - IT Security for Users (3 credits)

### 1. 1. Select, use and develop appropriate procedures to monitor and minimise security risk to IT systems and data

[1.1 I can evaluate the security issues that may threaten system performance](#) [21]

[1.2 I can select, use and evaluate a range of security precautions to protect IT systems and monitor security](#) [22]

[1.3 I can evaluate the threats to system and information security and integrity](#) [23]

[1.4 I can manage access to information sources securely to maintain confidentiality, integrity and availability of information](#) [24]

[1.5 I can explain why and how to minimise security risks to hardware, software and data for different users](#) [25]

[1.6 I can apply, maintain and develop guidelines and procedures for the secure use of IT](#) [26]

[1.7 I can select and use effective backup and archiving procedures for systems and data](#) [27]

## Level 3, Unit 7 - Word Processing Software (6 credits)

### 1. 1. Enter and combine text and other information accurately within word processing documents

[1.1 I can summarise what types of information are needed for the document and how they should be linked or integrated](#) [29]

[1.2 I can use appropriate techniques to enter text and other types of information accurately and efficiently](#) [32]

[1.3 I can create, use and modify appropriate templates for different types of documents](#) [35]

[1.4 I can explain how to combine and merge information from other software or multiple documents](#) [38]

[1.5 I can combine and merge information within a document from a range of sources](#) [41]

[1.6 I can store and retrieve document and associated files effectively, in line with local guidelines and conventions where available](#) [43]

[1.7 I can select and use tools and techniques to work with multiple documents or users](#) [45]

[1.8 I can customise](#)

### 2. 2. Create and modify appropriate layouts, structures and styles for word processing documents

[2.1 I can analyse and explain the requirements for structure and style](#) [30]

[2.2 I can create, use and modify columns, tables and forms to organise information](#) [33]

[2.3 I can define and modify styles for document elements](#) [36]

[2.4 I can select and use tools and techniques to organise and structure long documents](#) [39]

### 3. 3. Use word processing software tools and techniques to format and present documents effectively to meet requirements

[3.1 I can explain how the information should be formatted to aid meaning](#) [31]

[3.2 I can select and use appropriate techniques to format characters and paragraphs](#) [34]

[3.3 I can select and use appropriate page and section layouts to present and print multi-page and multi-section documents](#) [37]

[3.4 I can check documents meet needs, using IT tools and making corrections as necessary](#) [40]

[3.5 I can evaluate the quality of the documents produced to ensure they are fit for purpose](#) [42]

[3.6 I can respond appropriately to any quality problems with documents to ensure that outcomes meet needs and are fit for purpose](#) [44]

[interface to meet needs](#)

[46]

## Level 3, Unit 10 - Presentation Software (6 credits)

### 1. 1. Input and combine text and other information within presentation slides

[1.1 I can explain what types of information are required for the presentation](#) [48]

[1.2 I can enter text and other information using layouts appropriate to type of information](#) [51]

[1.3 I can insert charts and tables and link to source data](#) [54]

[1.4 I can insert images, video or sound to enhance the presentation](#) [57]

[1.5 I can identify any constraints which may affect the presentation](#) [60]

[1.6 I can organise and combine information for presentations in line with any constraints](#) [63]

[1.7 I can store and retrieve presentation files effectively, in line with local guidelines and conventions](#)

### 2. 2. Use presentation software tools to structure, edit and format presentations

[2.1 I can explain when and how to use and change slide structure and themes to enhance presentations](#) [49]

[2.2 I can create, amend and use appropriate templates and themes for slides](#) [52]

[2.3 I can explain how interactive and presentation effects can be used to aid meaning or impact](#) [55]

[2.4 I can select and use appropriate techniques to edit and format presentations to meet needs](#) [58]

[2.5 I can create and use interactive elements to enhance presentations](#) [61]

[2.6 I can select and use animation and transition techniques appropriately to enhance presentations](#) [64]

### 3. 3. Prepare interactive slideshow for presentation

[3.1 I can explain how to present slides to communicate effectively for different contexts](#) [50]

[3.2 I can prepare interactive slideshow and associated products for presentation](#) [53]

[3.3 I can check presentation meets needs, using IT tools and making corrections as necessary](#) [56]

[3.4 I can evaluate presentations, identify any quality problems and discuss how to respond to them](#) [59]

[3.5 I can respond appropriately to quality problems to ensure that presentations meet needs and are fit for purpose](#) [62]

[where available](#) [65]

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