

## Supporting units

[General level descriptors](#) [1]

## Entry Level 1, Unit 1 - Improving Productivity Using IT (1 credit)

### 1. 1. Plan the use of IT for a task

[1.1 I can identify the advantages of using IT for the task](#) [2]

[1.2 I can plan how to complete the task using IT](#) [4]

[1.3 I can identify the main safety and security issues affecting the use of IT for the task](#) [6]

### 2. 2. Use IT to complete a practical task

[2.1 I can use IT to complete a task following identified safe practices](#) [3]

[2.2 I can identify and correct errors](#) [5]

[2.3 I can identify any improvements that can be made](#) [7]

## Entry Level 2, Unit 1 - Improving Productivity Using IT (2 credits)

### 1. 1. Plan the use of IT to meet requirements

[1.1 I can identify the advantages of using IT for the task](#) [9]

[1.2 I can plan how to complete the task using appropriate IT systems and software](#) [11]

[1.3 I can identify any safety and security issues affecting the use of IT for the task](#) [13]

### 2. 2. Use IT systems to complete planned tasks

[2.1 I can use an IT system to complete planned tasks following identified safe practices](#) [10]

[2.2 I can check that the outcome meets requirements](#) [12]

[2.3 I can identify ways to improve the use of IT for the task](#) [14]

---

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

### 1. 1. Plan the use of appropriate IT systems and software to meet requirements

[1.1 I can identify the purpose for using IT](#) [16]

[1.2 I can plan how to carry out the task using IT](#) [19]

[1.3 I can select appropriate IT systems and software applications](#) [22]

[1.4 I can identify the main legal and other constraints affecting the use of the IT system and software](#) [24]

### 2. 2. Use IT systems and software to complete planned tasks

[2.1 I can use preset routines to improve productivity](#) [17]

[2.2 I can use IT to complete planned tasks](#) [20]

### 3. 3. Review the selection and use of IT systems and software for tasks

[3.1 I can review the outcomes of the completed task](#) [18]

[3.2 I can identify the strengths and weaknesses of the IT systems and software used for the task](#) [21]

[3.3 I can identify ways to improve the outcomes of the completed task](#) [23]

## Entry Level 3, Unit 2 - Online Basics (1 credit)

### 1. 1. Use an on-line IT system to meet needs

[1.1 I can start an online IT system or application and close it down appropriately when finished](#) [26]

[1.2 I can set and use a password where necessary](#) [29]

[1.3 I can work safely and](#)

### 2. 2. Search for and use internet-based information

[2.1 I can choose appropriate sources of IT-based information to meet needs](#) [27]

[2.2 I can use browser software to navigate web pages and find required information](#) [30]

[2.3 I can select and use](#)

### 3. 3. Use e-mail to communicate and exchange information

[3.1 I can open and read e-mail messages](#) [28]

[3.2 I can create and send e-mail messages](#) [31]

[3.3 I can enter and edit](#)

[responsibly online](#) [32]

[information which is reliable and fit for purpose](#) [33]

[text to meet needs](#) [34]

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

**1. 1. Plan the use of appropriate IT systems and software to meet needs**

[1.1 I can identify the purpose for using IT in my work](#) [36]

[1.2 I can identify the methods, skills and resources needed to complete my tasks successfully](#) [39]

[1.3 I can plan how to carry out the task using IT to achieve the required purpose and outcome](#) [42]

[1.4 I can identify reasons for choosing particular IT systems and software applications for the task](#) [45]

[1.5 I can choose a particular technology to meet my needs](#) [47]

[1.6 I can identify an acceptable use policy and legal requirements that affect my work](#) [48]

**2. 2. Use IT systems and software efficiently to complete planned tasks**

[2.1 I can identify automated routines to improve productivity.](#) [37]

[2.2 I can use automated routines to improve productivity](#) [40]

[2.3 I can complete planned tasks using IT](#) [43]

**3. 3. Review the selection and use of IT tools to make sure tasks are successful**

[3.1 I can check the outcomes of my work to make sure they are as intended](#) [38]

[3.2 I can decide whether the IT tools I chose were suitable for my tasks](#) [41]

[3.3 I can identify some strengths and weaknesses in my work on completed tasks](#) [44]

[3.4 I can suggest some improvements to make my work more effective](#) [46]

## Level 2 Unit 1 - Improving Productivity Using IT (4 credits)

### 1. 1. Plan select and use appropriate IT systems and software to meet needs

[1.1 I can describe the purpose for using IT](#) [50]

[1.2 I can describe the methods skills and resources required to complete tasks successfully](#) [53]

[1.3 I can plan how to carry out tasks using IT to achieve the required purpose and outcome](#) [56]

[1.4 I can describe factors that might affect the task](#) [59]

[1.5 I can select and use IT systems and software applications to complete planned tasks and produce effective results](#) [62]

[1.6 I can describe how the purpose and outcomes have been met by the chosen IT systems and software applications](#) [64]

[1.7 I can describe any legal or local guidelines or constraints that apply to the task or activity](#) [65]

### 2. 2. Review and adapt the ongoing use of IT tools and systems to make sure that activities are successful

[2.1 I can review the on-going use of IT tools and techniques and change the approach as needed](#) [51]

[2.2 I can describe whether the IT tools selected were appropriate for the task and purpose](#) [54]

[2.3 I can assess the strengths and weaknesses in my final work](#) [57]

[2.4 I can describe ways to make further improvements to my work](#) [60]

[2.5 I can review outcomes to make sure they match requirements and are fit for purpose](#) [63]

### 3. 3. Develop and test solutions to improve the ongoing use of IT tools and systems

[3.1 I can review the benefits and drawbacks of IT tools and systems used in terms of productivity and efficiency](#) [52]

[3.2 I can describe ways to improve productivity and efficiency](#) [55]

[3.3 I can develop solutions to improve my own productivity in using IT](#) [58]

[3.4 I can test solutions to check that they work as intended](#) [61]

## 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](#) [67]

[1.2 I can analyse the methods, skills and resources required to complete the task successfully](#) [70]

[1.3 I can analyse any factors that may affect the task](#) [73]

[1.4 I can critically compare alternative methods to produce the intended outcome](#) [76]

[1.5 I can develop plans for using IT for different tasks and purposes, including contingencies](#) [79]

[1.6 I can select and use appropriate IT systems and software applications to produce effective outcomes](#) [82]

[1.7 I can explain why different software applications could be chosen to suit different tasks, purposes and outcomes](#) [83]

[1.8 I can explain any legal or local guidelines or constraints which apply to the task or activity](#) [84]

### 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](#) [68]

[2.2 I can review ongoing use of IT tools and techniques and change the approach as needed](#) [71]

[2.3 I can evaluate and test solutions to make sure they match requirements and are fit for purpose](#) [74]

[2.4 I can be prepared to give feedback on other people's selection and use of IT tools](#) [77]

[2.5 I can explain different ways to make further improvements to work](#) [80]

### 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](#) [69]

[3.2 I can research and advise on ways to improve productivity and efficiency](#) [72]

[3.3 I can develop solutions that make a demonstrable improvement to the use of IT tools and systems](#) [75]

[3.4 I can test solutions to make sure that they work as intended](#) [78]

[3.5 I can recommend improvements to IT systems and procedures that increase productivity](#) [81]

## Links to other Open Office Units

| Entry Level                          | Level 1                            | Level 2                           | Level 3                               |
|--------------------------------------|------------------------------------|-----------------------------------|---------------------------------------|
| <a href="#">Bronze 1</a> [86]        | <a href="#">Silver 1: IPU</a> [87] | <a href="#">Gold 1: IPU</a> [88]  | <a href="#">Platinum 1: IPU</a> [89]  |
| <a href="#">Bronze 2</a> [90]        | <a href="#">Silver 2: WP</a> [91]  | <a href="#">Gold 2: WP</a> [92]   | <a href="#">Platinum 2: WP</a> [93]   |
| <a href="#">Bronze 3 Unit 1</a> [94] | <a href="#">Silver 3: SS</a> [95]  | <a href="#">Gold 3: SS</a> [96]   | <a href="#">Platinum 3: SS</a> [97]   |
| <a href="#">Bronze 3 Unit 2</a> [98] | <a href="#">Silver 4: DPS</a> [99] | <a href="#">Gold 4: DPS</a> [100] | <a href="#">Platinum 4: DPS</a> [101] |
|                                      | <a href="#">Silver 5: PS</a> [102] | <a href="#">Gold 5: PS</a> [103]  | <a href="#">Platinum 5: PS</a> [104]  |
|                                      | <a href="#">Silver 6: DB</a> [105] | <a href="#">Gold 6: DB</a> [106]  | <a href="#">Platinum 6: DB</a> [107]  |

**Source URL:** <https://theingots.org/community/oooSU>

### Links

- [1] [https://theingots.org/community/qcf\\_levels](https://theingots.org/community/qcf_levels)
- [2] <https://theingots.org/community/oooel1u1x#1.1>
- [3] <https://theingots.org/community/oooel1u1x#2.1>
- [4] <https://theingots.org/community/oooel1u1x#1.2>
- [5] <https://theingots.org/community/oooel1u1x#2.2>
- [6] <https://theingots.org/community/oooel1u1x#1.3>
- [7] <https://theingots.org/community/oooel1u1x#2.3>
- [8] <https://theingots.org/community/oooel1u1i>
- [9] <https://theingots.org/community/oooel2u1x#1.1>
- [10] <https://theingots.org/community/oooel2u1x#2.1>
- [11] <https://theingots.org/community/oooel2u1x#1.2>
- [12] <https://theingots.org/community/oooel2u1x#2.2>
- [13] <https://theingots.org/community/oooel2u1x#1.3>
- [14] <https://theingots.org/community/oooel2u1x#2.3>
- [15] <https://theingots.org/community/oooel2u1i>
- [16] <https://theingots.org/community/oooel3u1x#1.1>
- [17] <https://theingots.org/community/oooel3u1x#2.1>
- [18] <https://theingots.org/community/oooel3u1x#3.1>
- [19] <https://theingots.org/community/oooel3u1x#1.2>
- [20] <https://theingots.org/community/oooel3u1x#2.2>
- [21] <https://theingots.org/community/oooel3u1x#3.2>
- [22] <https://theingots.org/community/oooel3u1x#1.3>
- [23] <https://theingots.org/community/oooel3u1x#3.3>
- [24] <https://theingots.org/community/oooel3u1x#1.4>
- [25] <https://theingots.org/community/oooel3u1i>
- [26] <https://theingots.org/community/oooel3u2x#1.1>
- [27] <https://theingots.org/community/oooel3u2x#2.1>
- [28] <https://theingots.org/community/oooel3u2x#3.1>
- [29] <https://theingots.org/community/oooel3u2x#1.2>

## Supporting units

-->

[30] <https://theingots.org/community/oooel3u2x#2.2>  
[31] <https://theingots.org/community/oooel3u2x#3.2>  
[32] <https://theingots.org/community/oooel3u2x#1.3>  
[33] <https://theingots.org/community/oooel3u2x#2.3>  
[34] <https://theingots.org/community/oooel3u2x#3.3>  
[35] <https://theingots.org/community/oooel3u2i>  
[36] <https://theingots.org/community/ooool1u1x#1.1>  
[37] <https://theingots.org/community/ooool1u1x#2.1>  
[38] <https://theingots.org/community/ooool1u1x#3.1>  
[39] <https://theingots.org/community/ooool1u1x#1.2>  
[40] <https://theingots.org/community/ooool1u1x#2.2>  
[41] <https://theingots.org/community/ooool1u1x#3.2>  
[42] <https://theingots.org/community/ooool1u1x#1.3>  
[43] <https://theingots.org/community/ooool1u1x#2.3>  
[44] <https://theingots.org/community/ooool1u1x#3.3>  
[45] <https://theingots.org/community/ooool1u1x#1.4>  
[46] <https://theingots.org/community/ooool1u1x#3.4>  
[47] <https://theingots.org/community/ooool1u1x#1.5>  
[48] <https://theingots.org/community/ooool1u1x#1.6>  
[49] <https://theingots.org/community/ooool1u1i>  
[50] <https://theingots.org/community/ooool2u1x#1.1>  
[51] <https://theingots.org/community/ooool2u1x#2.1>  
[52] <https://theingots.org/community/ooool2u1x#3.1>  
[53] <https://theingots.org/community/ooool2u1x#1.2>  
[54] <https://theingots.org/community/ooool2u1x#2.2>  
[55] <https://theingots.org/community/ooool2u1x#3.2>  
[56] <https://theingots.org/community/ooool2u1x#1.3>  
[57] <https://theingots.org/community/ooool2u1x#2.3>  
[58] <https://theingots.org/community/ooool2u1x#3.3>  
[59] <https://theingots.org/community/ooool2u1x#1.4>  
[60] <https://theingots.org/community/ooool2u1x#2.4>  
[61] <https://theingots.org/community/ooool2u1x#3.4>  
[62] <https://theingots.org/community/ooool2u1x#1.5>  
[63] <https://theingots.org/community/ooool2u1x#2.5>  
[64] <https://theingots.org/community/ooool2u1x#1.6>  
[65] <https://theingots.org/community/ooool2u1x#1.7>  
[66] <https://theingots.org/community/ooool2u1i>  
[67] <https://theingots.org/community/ooool3u1x#1.1>  
[68] <https://theingots.org/community/ooool3u1x#2.1>  
[69] <https://theingots.org/community/ooool3u1x#3.1>  
[70] <https://theingots.org/community/ooool3u1x#1.2>  
[71] <https://theingots.org/community/ooool3u1x#2.2>  
[72] <https://theingots.org/community/ooool3u1x#3.2>  
[73] <https://theingots.org/community/ooool3u1x#1.3>  
[74] <https://theingots.org/community/ooool3u1x#2.3>  
[75] <https://theingots.org/community/ooool3u1x#3.3>  
[76] <https://theingots.org/community/ooool3u1x#1.4>  
[77] <https://theingots.org/community/ooool3u1x#2.4>  
[78] <https://theingots.org/community/ooool3u1x#3.4>  
[79] <https://theingots.org/community/ooool3u1x#1.5>  
[80] <https://theingots.org/community/ooool3u1x#2.5>  
[81] <https://theingots.org/community/ooool3u1x#3.5>  
[82] <https://theingots.org/community/ooool3u1x#1.6>  
[83] <https://theingots.org/community/ooool3u1x#1.7>  
[84] <https://theingots.org/community/ooool3u1x#1.8>  
[85] <https://theingots.org/community/ooool3u1i>  
[86] <https://theingots.org/community/ooosu#1>  
[87] <https://theingots.org/community/ooosu#5>  
[88] <https://theingots.org/community/ooosu#6>

## Supporting units

-->

---

- [89] <https://theingots.org/community/ooosu#7>
- [90] <https://theingots.org/community/ooosu#2>
- [91] <https://theingots.org/community/ooowp#1>
- [92] <https://theingots.org/community/ooowp#2>
- [93] <https://theingots.org/community/ooowp#3>
- [94] <https://theingots.org/community/ooosu#3>
- [95] <https://theingots.org/community/oooss#1>
- [96] <https://theingots.org/community/oooss#2>
- [97] <https://theingots.org/community/oooss#3>
- [98] <https://theingots.org/community/ooosu#4>
- [99] <https://theingots.org/community/oodps#1>
- [100] <https://theingots.org/community/oodps#2>
- [101] <https://theingots.org/community/oodps#3>
- [102] <https://theingots.org/community/ooops#1>
- [103] <https://theingots.org/community/ooops#2>
- [104] <https://theingots.org/community/ooops#3>
- [105] <https://theingots.org/community/oodb#1>
- [106] <https://theingots.org/community/oodb#2>
- [107] <https://theingots.org/community/oodb#3>