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]
   - 2.3 I can review the outcomes of the completed task [23]

3. 3. Review the selection and use of IT systems and software for tasks
   - 3.1 I can review the selection and use of IT systems and software for tasks [21]
   - 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 online 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]

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]

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
Supporting units

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

1.2 I can describe the methods, skills and resources required to complete tasks successfully

1.3 I can plan how to carry out tasks using IT to achieve the required purpose and outcome

1.4 I can describe factors that might affect the task

1.5 I can select and use IT systems and software applications to complete planned tasks and produce effective results

1.6 I can describe how the purpose and outcomes have been met by the chosen IT systems and software applications

1.7 I can describe any legal or local guidelines or constraints that apply to the task or activity

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 ongoing use of IT tools and techniques and change the approach as needed

2.2 I can describe whether the IT tools selected were appropriate for the task and purpose

2.3 I can assess the strengths and weaknesses in my final work

2.4 I can describe ways to make further improvements to my work

2.5 I can review outcomes to make sure they match requirements and are fit for purpose

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

3.2 I can describe ways to improve productivity and efficiency

3.3 I can review the benefits and drawbacks of IT tools and systems used in terms of productivity and efficiency

3.4 I can test solutions to check that they work as intended

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

#### 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. 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. 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]
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