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]

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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

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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 requirments 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)

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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 terrms 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)

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Supporting units
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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]

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Supporting units
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Links to other Open Office Units

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

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Links
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