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

<table>
<thead>
<tr>
<th>1. 1. Plan the use of IT for a task</th>
<th>2. 2. Use IT to complete a practical task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 I can identify the advantages of using IT for the task</td>
<td>2.1 I can use IT to complete a task following identified safe practices</td>
</tr>
<tr>
<td>1.2 I can plan how to complete the task using IT</td>
<td>2.2 I can identify and correct errors</td>
</tr>
<tr>
<td>1.3 I can identify the main safety and security issues affecting the use of IT for the task</td>
<td>2.3 I can identify any improvements that can be made</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>1. 1. Plan the use of IT to meet requirements</th>
<th>2. 2. Use IT systems to complete planned tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 I can identify the advantages of using IT for the task</td>
<td>2.1 I can use an IT system to complete planned tasks following identified safe practices</td>
</tr>
<tr>
<td>1.2 I can plan how to complete the task using appropriate IT systems and software</td>
<td>2.2 I can check that the outcome meets requirements</td>
</tr>
<tr>
<td>1.3 I can identify any safety and security issues affecting the use of IT for the task</td>
<td>2.3 I can identify ways to improve the use of IT for the task</td>
</tr>
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</table>
## Entry Level 3, Unit 1 - Improving Productivity Using IT (3 credits)

<table>
<thead>
<tr>
<th>1. 1. Plan the use of appropriate IT systems and software to meet requirements</th>
<th>2. 2. Use IT systems and software to complete planned tasks</th>
<th>3. 3. Review the selection and use of IT systems and software for tasks</th>
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</thead>
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<tr>
<td>1.1 I can identify the purpose for using IT [16]</td>
<td>2.1 I can use preset routines to improve productivity [17]</td>
<td>3.1 I can review the outcomes of the completed task [18]</td>
</tr>
<tr>
<td>1.2 I can plan how to carry out the task using IT [19]</td>
<td>2.2 I can use IT to complete planned tasks [20]</td>
<td>3.2 I can identify the strengths and weaknesses of the IT systems and software used for the task [21]</td>
</tr>
<tr>
<td>1.3 I can select appropriate IT systems and software applications [22]</td>
<td>3.3 I can identify ways to improve the outcomes of the completed task [23]</td>
<td></td>
</tr>
<tr>
<td>1.4 I can identify the main legal and other constraints affecting the use of the IT system and software [24]</td>
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## Entry Level 3, Unit 2 - Online Basics (1 credit)

<table>
<thead>
<tr>
<th>1. 1. Use an on-line IT system to meet needs</th>
<th>2. 2. Search for and use internet-based information</th>
<th>3. 3. Use e-mail to communicate and exchange information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 I can start an online IT system or application and close it down appropriately when finished [26]</td>
<td>2.1 I can choose appropriate sources of IT-based information to meet needs [27]</td>
<td>3.1 I can open and read e-mail messages [28]</td>
</tr>
<tr>
<td>1.2 I can set and use a password where necessary [29]</td>
<td>2.2 I can use browser software to navigate web pages and find required information [30]</td>
<td>3.2 I can create and send e-mail messages [31]</td>
</tr>
<tr>
<td>1.3 I can work safely and</td>
<td>2.3 I can select and use</td>
<td>3.3 I can enter and edit</td>
</tr>
</tbody>
</table>
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
   1.2 I can identify the methods, skills and resources needed to complete my tasks successfully
   1.3 I can plan how to carry out the task using IT to achieve the required purpose and outcome
   1.4 I can identify reasons for choosing particular IT systems and software applications for the task
   1.5 I can choose a particular technology to meet my needs
   1.6 I can identify an acceptable use policy and legal requirements that affect my work

2. 2. Use IT systems and software efficiently to complete planned tasks
   2.1 I can identify automated routines to improve productivity
   2.2 I can use automated routines to improve productivity
   2.3 I can complete planned tasks using IT

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
   3.2 I can decide whether the IT tools I chose were suitable for my tasks
   3.3 I can identify some strengths and weaknesses in my work on completed tasks
   3.4 I can suggest some improvements to make my work more effective

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 ongoing 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)
<table>
<thead>
<tr>
<th>Supporting units</th>
<th>1. 1. Plan, select and use appropriate IT systems and software for different purposes</th>
<th>2. 2. Evaluate the selection and use of IT tools to make sure that activities are successful</th>
<th>3. 3. Devise solutions to improve the use of IT tools and systems for self and others</th>
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<tbody>
<tr>
<td>1.1 I can explain the purpose for using IT</td>
<td>2.1 I can critically compare the strengths and weaknesses of own and other people’s final work</td>
<td>3.1 I can evaluate the productivity and efficiency of IT systems and procedures used by self and others</td>
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<tr>
<td>1.2 I can analyse the methods, skills and resources required to complete the task successfully</td>
<td>2.2 I can review ongoing use of IT tools and techniques and change the approach as needed</td>
<td>3.2 I can research and advise on ways to improve productivity and efficiency</td>
<td></td>
</tr>
<tr>
<td>1.3 I can analyse any factors that may affect the task</td>
<td>2.3 I can evaluate and test solutions to make sure they match requirements and are fit for purpose</td>
<td>3.3 I can develop solutions that make a demonstrable improvement to the use of IT tools and systems</td>
<td></td>
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<tr>
<td>1.4 I can critically compare alternative methods to produce the intended outcome</td>
<td>2.4 I can be prepared to give feedback on other people's selection and use of IT tools</td>
<td>3.4 I can test solutions to make sure that they work as intended</td>
<td></td>
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<tr>
<td>1.5 I can develop plans for using IT for different tasks and purposes, including contingencies</td>
<td>2.5 I can explain different ways to make further improvements to work</td>
<td>3.5 I can recommend improvements to IT systems and procedures that increase productivity</td>
<td></td>
</tr>
<tr>
<td>1.6 I can select and use appropriate IT systems and software applications to produce effective outcomes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.7 I can explain why different software applications could be chosen to suit different tasks, purposes and outcomes</td>
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<tr>
<td>1.8 I can explain any legal or local guidelines or constraints which apply to the task or activity</td>
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## Links to other Open Office Units

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