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. Plan the use of appropriate IT systems and software to meet requirements |
| 2. Use IT systems and software to complete planned tasks |
| 3. Review the selection and use of IT systems and software for tasks |

| 1.1 I can identify the purpose for using IT [16] |
| 2.1 I can use preset routines to improve productivity [17] |
| 3.1 I can review the outcomes of the completed task [19] |

| 1.2 I can plan how to carry out the task using IT [19] |
| 2.2 I can use IT to complete planned tasks [20] |
| 3.2 I can identify the strengths and weaknesses of the IT systems and software used for the task [21] |

| 1.3 I can select appropriate IT systems and software applications [22] |
| 3.3 I can identify ways to improve the outcomes of the completed task [23] |

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

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

| 1. Use an online IT system to meet needs |
| 2. Search for and use internet-based information |
| 3. Use e-mail to communicate and exchange information |

| 1.1 I can start an online IT system or application and close it down appropriately when finished [26] |
| 2.1 I can choose appropriate sources of IT-based information to meet needs [27] |
| 3.1 I can open and read e-mail messages [28] |

| 1.2 I can set and use a password where necessary [29] |
| 2.2 I can use browser software to navigate web pages and find required information [30] |
| 3.2 I can create and send e-mail messages [31] |

| 1.3 I can work safely and 2.3 I can select and use |
| 3.3 I can enter and edit |
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 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)
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<td><strong>1.1</strong> I can explain the purpose for using IT [67]</td>
<td><strong>2.1</strong> I can critically compare the strengths and weaknesses of own and other people’s final work [68]</td>
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<td><strong>1.2</strong> I can analyse the methods, skills and resources required to complete the task successfully [70]</td>
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<td><strong>1.3</strong> I can analyse any factors that may affect the task [73]</td>
<td><strong>2.3</strong> I can evaluate and test solutions to make sure they match requirements and are fit for purpose [74]</td>
<td><strong>3.3</strong> I can develop solutions that make a demonstrable improvement to the use of IT tools and systems [75]</td>
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<td><strong>1.4</strong> I can critically compare alternative methods to produce the intended outcome [76]</td>
<td><strong>2.4</strong> I can be prepared to give feedback on other people’s selection and use of IT tools [77]</td>
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<td><strong>1.5</strong> I can develop plans for using IT for different tasks and purposes, including contingencies [79]</td>
<td><strong>2.5</strong> I can explain different ways to make further improvements to work [80]</td>
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<td><strong>1.6</strong> I can select and use appropriate IT systems and software applications to produce effective outcomes [82]</td>
<td><strong>1.7</strong> I can explain why different software applications could be chosen to suit different tasks, purposes and outcomes [83]</td>
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<td><strong>1.8</strong> I can explain any legal or local guidelines or constraints which apply to the task or activity [84]</td>
<td><strong>1.9</strong> I can explain why different software applications could be chosen to suit different tasks, purposes and outcomes [83]</td>
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