## 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

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

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

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

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

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

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

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

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

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

2.3 I can complete planned tasks using IT [43]

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

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

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

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]

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

| **1. 1. Plan select and use appropriate IT systems and software to meet needs** | **2. 2. Review and adapt the ongoing use of IT tools and systems to make sure that activities are successful** | **3. 3. Develop and test solutions to improve the ongoing use of IT tools and systems** |
|---|---|---|
| 1.1 I can describe the purpose for using IT [50] | 2.1 I can review the on-going use of IT tools and techniques and change the approach as needed [51] | 3.1 I can review the benefits and drawbacks of IT tools and systems used in terrms of productivity and efficiency [52] |
| 1.2 I can describe the methods skills and resources required to complete tasks successfully [53] | 2.2 I can describe whether the IT tools selected were appropriate for the task and purpose [54] | 3.2 I can describe ways to improve productivity and efficiency [55] |
| 1.3 I can plan how to carry out tasks using IT to achieve the required purpose and outcome [56] | 2.3 I can assess the strengths and weaknesses in my final work [57] | 3.3 I can develop solutions to improve my own productivity in using IT [58] |
| 1.4 I can describe factors that might affect the task [59] | 2.4 I can describe ways to make further improvements to my work [60] | 3.4 I can test solutions to check that they work as intended [61] |
| 1.5 I can select and use IT systems and software applications to complete planned tasks and produce effective results [62] | 2.5 I can review outcomes to make sure they match requirements and are fit for purpose [63] | |
| 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] | | |

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

## 1. 1. Plan, select and use appropriate IT systems and software for different purposes

## 2. 2. Evaluate the selection and use of IT tools to make sure that activities are successful

## 3. 3. Devise solutions to improve the use of IT tools and systems for self and others

1.1 I can explain the purpose for using IT [67]

2.1 I can critically compare the strengths and weaknesses of own and other people's final work [68]

3.1 I can evaluate the productivity and efficiency of IT systems and procedures used by self and others [69]

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

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

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

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

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

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

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

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

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

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

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

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

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]

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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] |

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

**Links**
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