|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learner Name:** |  | **Assessor:** | |  |
| **Centre Name:** |  | **Internal Verifier (if applicable):** | |  |
| **BCS ID / ULN:** |  |  | |  |
| **Unit Information Summary** | | | | |
| **Approximate Guided Learning Hours: 30** | | | **Unit Number: J/502/4156** | |
| **QCF Credit Value: 4** | | | **Learning Outcomes (Number): 3** | |
| **Examples of Context:**   * An improvement may be creating spreadsheets to automate price list updates in a sales or accounts business context using office software. | | | **Learning Materials Available:**   * Sample tests * Centre guidance document   Manuals:   * CIA Training   e-Learning:   * Activ Training | |
| **Suggested Assessment Methods:**  All ITQ units may be assessed using any method or combination of methods which clearly demonstrates that the learning outcomes and assessment criteria have been fully met   * Scenario * Coursework * Portfolio of Evidence – classroom or work-based * Practical Demonstration * Assignment * Task-based Controlled Assessment * Professional Discussion * Observation * Witness Statement | | |

| **Ofqual Learning Outcome** | | **Assessment Criteria** | **Examples of Content**  *The examples given are indicative of the learning content at each level and are not intended to form a prescriptive list for the purpose of assessment* | **Evidence Location** |
| --- | --- | --- | --- | --- |
| **1 Plan, select and use appropriate IT systems and software for different purposes** | 1.1 | Describe the purpose for using IT | *Purposes for using IT: Who and what the information is for, when it must be finished, what information needs to be included, where it will be used (on screen, sent to others, printed)* |  |
| 1.2 | Describe the methods, skills and resources required to complete the task successfully |  |  |
| 1.3 | Plan how to carry out tasks using IT to achieve the required purpose and outcome | *Plan task: What information sources are needed, how they will be found and evaluated, what application software will be used, what skills and resources are needed to complete the task successfully, requirements for content, structure and layout, priorities* |  |
| 1.4 | Describe any factors that may affect the task | *Factors that may affect the task: Access to information, steps that need to be taken in advance, availability of time, budget and resources; audience need* |  |
| 1.5 | Select and use IT systems and software applications to complete planned tasks and produce effective outcomes |  |  |
| 1.6 | Describe how the purpose and outcomes have been met by the chosen IT systems and software applications | *Reasons for choosing IT: Time, convenience, cost; benefits of IT or manual methods of preparing, processing and presenting the same information; own views on convenience and effectiveness at meeting needs, quality, accuracy; how IT can make tasks easier than other methods, streamline business processes, increase productivity, any difficulties people have in using IT* |  |
| 1.7 | Describe any legal or local guidelines or constraints that may apply to the task or activity | *Legal or local guidelines or constraints: May include data protection, copyright, software licensing; security; organisational house-style or brand guidelines* |  |
|  |  |  |  |  |
| **2 Review and adapt the ongoing use of IT tools and systems to make sure that activities are successful** | 2.1 | Review ongoing use of IT tools and techniques and change the approach as needed | *Review use of IT tools: Gather information to help make judgements, analyse information about whether the IT tools and techniques are appropriate to the task and intended outcome* |  |
| 2.2 | Describe whether the IT tools selected were appropriate for the task and purpose | *IT tools selection: Time taken, convenience, cost, quality, accuracy, range of facilities, versatility, transferability of information into other formats, speed of Internet connection, time constraints of downloading large files* |  |
| 2.3 | Assess strengths and weaknesses of final work | *Strengths and weaknesses of final work: Format, layout, accuracy, clarity for audience, structure, style, quality* |  |
| 2.4 | Describe ways to make further improvements to work | *Improvements to work: Correct mistakes, avoid affecting other people’s work, more efficient and effective ways of doing things, learning new techniques* |  |
| 2.5 | Review outcomes to make sure they match requirements and are fit for purpose | *Review outcomes: Evaluate the quality of the information used, produce drafts, review against initial plans, check with intended audience, effect of own mistakes on others* |  |
| **3 Develop and test solutions to improve the ongoing use of IT tools and systems** | 3.1 | Review the benefits and drawbacks of IT tools and systems used, in terms of productivity and efficiency |  |  |
| 3.2 | Describe ways to improve productivity and efficiency | *Ways to improve productivity and efficiency: Save time, save money, streamline work processes, increase output, improve quality of outputs; cost of solution* |  |
| 3.3 | Develop solutions to improve own productivity in using IT | *Develop solutions: Set up short cuts, customise interface, record macros* |  |
| 3.4 | Test solutions to ensure that they work as intended |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment Report** | | | | |
| **Assessor feedback / comments** (continue on additional sheet / assessment report if necessary) | | | | |
| **Internal Verifier actions / comments / feedback** | | | | |
| **Assessor signature:** |  | **Assessment date:** |  | **Reason for IV:**  **New Assessor**  **Random Sample**  **New Unit/Qualification**  **Other** |
| **IV signature:** |  | **IV date:** |  |