

Improving Productivity Using IT

This unit is designed to enable you to demonstrate the ability to plan, evaluate and improve procedures involving the use of IT tools and systems in order to improve the productivity and efficiency of work activities.

There is two parts to this test where you will be judged on your knowledge and performance.

Knowledge Section		
Assessment Criteria	Example	Confident Y/N
Describe what methods, skills and resources will be required to complete the task successfully	n/a	
Explain why particular IT systems and software applications were chosen in terms of purpose and outcome	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	
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; organisational house-style or brand guidelines	
Discuss whether the IT tools selected were appropriate for the task and purpose	IT tools selection: Time taken, convenience, cost, quality, accuracy	
Analyse strengths and weaknesses of final work	Strengths and weaknesses of final work: Format, layout, accuracy, structure, style, quality, clarity for audience	
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	
Review the benefits and drawbacks of IT tools and systems used by self and others, in terms of business productivity	n/a	
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	

Performance Section		
Assessment Criteria	Example	Confident Y/N
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)	
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	
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	
Select IT systems and software applications as appropriate to purpose	n/a	
Use IT systems and software to complete planned tasks and produce effective outcomes	n/a	
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	
Review outcomes in terms of match to requirements and fitness 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	
Develop solutions to improve own productivity in using IT	Develop solutions: Set up short cuts, customise interface, record macros	
Test solutions to ensure that they work as intended	n/a	