OCR
Oxford Cambridge and RSA

Unit Title:	Improving productivity using ICT
OCR unit number:	1
Level:	1
Credit value:	3
Guided learning hours:	20
Unit reference number:	T/502/4153

Unit purpose and aim

The use of IT tools and systems can improve the productivity and efficiency of work activities in a variety of contexts.

This unit is about the skills and knowledge needed by the IT User to plan and review their use of predefined or commonly used IT tools for straightforward or routine activities. As a result of reviewing their work, they will be able to identify and use automated methods or alternative ways of working to improve productivity.

Learning Outcomes	Assessment Criteria	Examples
The learner will: 1 Plan the use of appropriate IT systems and software to meet requirements	The learner can: 1.1. Identify the purpose for using IT 1.2. Identify the methods, skills and resources required to complete the task successfully 1.3. Plan how to carry out the task using IT to achieve the required purpose and outcome 1.4. Identify reasons for choosing particular IT systems and software applications for the task 1.5. Select IT systems and software applications as appropriate for the purpose 1.6. Identify any legal or local guidelines or constraints that may affect the task or activity	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 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 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, any difficulties people have in using IT, streamline

Learning Outcomes	Assessment Criteria	Examples
		business processes, increase productivity Legal or local guidelines or constraints: May include data protection, copyright, software licensing, security; organisational house-style or brand guidelines
2 Use IT systems and software efficiently to complete planned tasks	2.1 Identify automated routines to improve productivity 2.2 Use automated routines that aid efficient processing or presentation 2.3 Complete planned tasks using IT	Automated routines: Short cuts, customised menus and tool bars, run pre-set macros, templates
3 Review the selection and use of **IT** tools to make sure that work activities are successful	3.1 Review outcomes to make sure they meet the requirements of the task and are fit for purpose 3.2 Decide whether the IT tools selected were appropriate for the task and purpose 3.3 Identify the strengths and weaknesses of the completed task 3.4 Identify ways to make further improvements to work	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 IT tools selection: Time taken, convenience, cost, quality, accuracy Strengths and weaknesses: Format, layout, accuracy, clarity for audience Improvements to work: Correct mistakes, avoid affecting other people's work, better ways of doing things, learning new techniques

Assessment

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 met. Assessments must also take into account that an activity will typically be 'straightforward or routine' because:

- the task or context will be familiar and involve few factors (for example, time available, audience needs, message, structure); and

- the techniques used will be familiar or commonly undertaken.

See the Assessment and postal moderation section of the [ITQ Centre Handbook](#).

Evidence requirements

This unit is mandatory for candidates wanting to achieve a full Certificate or Diploma at Level 1; it is not mandatory for the award.

Candidates must complete the Evidence Record Form (ERF), which is available to download from the qualification webpage (see forms). Candidates will be able to base their ERF on one of the following options:

1.   A real work task

2.   A CLAiT assignment

3.   A centre-set assignment

4.   A practice task(s) or assignment that has been undertaken whilst learning their skills for the IT qualification. It must be straightforward but detailed enough to allow them to answer the questions.

This form should be completed electronically and submitted with the evidence being reviewed.

Guidance on assessment and evidence requirements

Please refer to the ITQ centre handbook on our [webpage](#).

Details of relationship between the unit and national occupational standards

This unit maps fully to competences outlined in IT User National Occupational Standards version 3 (2009).