

# Open Awards Qualification Unit



This unit forms part of a regulated qualification.

## 1 Unit Details

Unit Title:	Improving Productivity Using IT
Unit Reference Number:	F/506/3232
Level:	Level 1
Credit Value:	3
Minimum GLH:	20

## 2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Plan the use of appropriate IT systems and software to meet requirements	1.1 Identify the purpose for using IT
	1.2 Plan how to carry out the task using IT to achieve the required purpose and outcome
	1.3 Identify reasons for choosing particular IT systems and software applications for the task
	1.4 Select IT systems and software applications as appropriate for a given purpose
	1.5 Identify any legal or local guidelines or constraints that may affect the task or activity
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 planning tasks using IT
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

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3.4 Identify ways to make further improvements to work