

Open Awards Qualification Unit



This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Optimise IT System Performance
Unit Reference Number:	F/506/3215
Level:	Level 1
Credit Value:	2
Minimum GLH:	15

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Maintain hardware and software in working order	1.1 Identify the operating system and capacity of the computer system
	1.2 Take appropriate steps to protect computer hardware against loss or damage
	1.3 Run anti-virus and other security software regularly
	1.4 Set up printers and other peripheral devices
2. Manage files to maintain system performance	2.1 Use file navigation software to organise files into an appropriate folder structure
	2.2 Backup and restore files and folders
	2.3 Identify why it is important to undertake routine file housekeeping of the information stored on computer systems
	2.4 Carry out routine file housekeeping so that information is easy to find
3. Respond to common IT system problems and errors	3.1 Identify common IT system problems and responses
	3.2 Respond appropriately to common IT system problems

	3.3	Identify where to get expert advice
	3.4	Seek expert advice when appropriate
4. Customise the working environment to meet needs	4.1	Adjust system settings as appropriate to individual needs