

Open Awards Qualification Unit



Form OAQU

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1 Unit Details

Unit Title:	Improving Productivity Using IT
QAC Code:	F/506/3425
Level:	Level 2
Credit Value:	4
Minimum GLH:	30

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Plan, select and use appropriate IT systems and software for different purposes	1.1 Describe the purpose for using IT
	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
	1.4 Describe any factors that may affect the task
	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
	1.7 Describe any legal or local guidelines or constraints that may apply to the task or activity
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
	2.2 Describe whether the IT tools selected were appropriate for the task and purpose
	2.3 Assess strengths and weaknesses of final work

	2.4	Describe ways to make further improvements to work
	2.5	Review outcomes to make sure they match requirements and are fit for purpose
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
	3.3	Develop solutions to improve own productivity in using IT
	3.4	Test solutions to ensure that they work as intended