



Understanding the Potential of IT – Level 3

Syllabus

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Category	Skill Set	Ref	Task Item	
UP3.1 Impact of the Internet and mobile communications on society and individuals	UP3.1.1 Improving communication	UP3.1.1.1	Explain how IT tools and systems are transforming personal and social interaction.	
	UP3.1.2 Barriers to take up	UP3.1.2.1	Describe the technical factors that support widespread use of the internet and mobile communications.	
		UP3.1.2.2	Describe the social factors that can restrict widespread use of the internet and mobile communications.	
		UP3.1.2.3	Describe the social factors that can promote widespread use of the internet and mobile communications.	
	UP3.1.3 Access to information	UP3.1.3.1	Describe the legal and regulatory framework protecting equality and diversity and how this relates to the provision and take-up of internet and mobile services.	
		UP3.1.3.2	Describe the range of assistive technologies that can help increase accessibility to digital information.	
		UP3.1.3.3	Describe the measures that can be taken to increase website accessibility.	
	UP3.2 Impact of IT on business	UP3.2.1 Improving business processes	UP3.2.1.1	Explain the main processes that support business management and operations.
			UP3.2.1.2	Illustrate how information flows between the various processes internally in a typical organisation.
UP3.2.1.3			Explain how IT aids the flow of information from business to business and from business to customer.	
UP3.2.1.4			Describe innovative examples of how IT is used to aid information flow in business and the advantages this brings to the business.	
UP3.2.2 Improving data management		UP3.2.2.1	Explain the different data management and storage systems in use in business.	
		UP3.2.2.2	Describe the advantages and potential drawbacks of using IT for data management and storage.	

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	UP3.2.3 Using collaborative technologies in business and industry	UP3.2.3.1	Evaluate the potential benefits to business of the use of collaborative technologies, and explore examples of how they are being used.	
		UP3.2.3.2	Explain the potential barriers to implementation of social and collaborative technologies.	
	UP3.2.4 How IT is being used within an organisation	UP3.2.4.1	Describe the key components of an IT system within an organisation.	
		UP3.2.4.2	Explain the interaction between the various IT components.	
		UP3.2.4.3	Explain the roles and responsibilities of IT staff within a typical IT department.	
		UP3.2.4.4	Describe the use of bespoke or specialist systems by an organisation and understand the importance of these systems.	
	UP3.2.5 Impact on the environment	UP3.2.5.1	Explain how IT can help businesses in the sustainable use of renewable and non-renewable resources.	
		UP3.2.5.2	Develop recommendations for the sustainable use of IT in a typical business.	
	UP3.3 Deploying new IT tools and systems	UP3.3.1 Developing a business case	UP3.3.1.1	Evaluate key factors that can influence the successful deployment of new IT systems.
			UP3.3.1.2	Identify the purpose and main components of a business case.
UP3.3.1.3			Describe the use of IT within an organisation and select an area where new investment may improve user performance or help streamline a business process or information flow.	
UP3.3.1.4			Draw up a business case for investment in a new IT user tool/system for an organisation.	
UP3.4 IT security	UP3.4.1 Risks and protection	UP3.4.1.1	Evaluate the ways in which the security of IT systems, data and users are protected in an organisation.	
		UP3.4.1.2	Explain the roles and responsibilities of end users with regard to IT security in an organisation.	

Category	Skill Set	Ref	Task Item
		UP3.4.1.3	Explain how organisations are maintaining data security and managing access control to data using IT.
		UP3.4.1.4	Evaluate the degree to which the security measures in place are effective in protecting IT systems, data and users and consider areas where there are unmanaged risks.
	UP3.4.2 Improve security	UP3.4.2.1	Explain the risks to national and international IT security and the measures in place to minimise them.
		UP3.4.2.2	Describe examples of how organisations are using innovative solutions to enhance IT security.