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| **Learner Name:** |  | **Assessor:** | |  |
| **Centre Name:** |  | **Internal Verifier (if applicable):** | |  |
| **BCS ID / ULN:** |  |  | |  |
| **Unit Information Summary** | | | | |
| **Approximate Guided Learning Hours: 20** | | | **Unit Number: T/502/4153** | |
| **QCF Credit Value: 3** | | | **Learning Outcomes (Number): 3** | |
| **Examples of Context:**   * Using keyboard shortcuts for common tasks. | | | **Learning Materials Available:**   * Sample tests * Centre guidance document | |
| **Suggested Assessment Methods:**  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 fully met   * Scenario * Coursework * Portfolio of Evidence – classroom or work-based * Practical Demonstration * Assignment * Task-based Controlled Assessment * Professional Discussion * Observation * Witness Statement | | |

| **Ofqual Learning Outcome** | | **Assessment Criteria** | **Examples of Content**  *The examples given are indicative of the learning content at each level and are not intended to form a prescriptive list for the purpose of assessment* | **Evidence Location** |
| --- | --- | --- | --- | --- |
| **1 Plan the use of appropriate IT systems and software to meet requirements** | 1.1 | Identify the purpose for using IT | *Purpose 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)* |  |
| 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 | *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* |  |
| 1.4 | Identify reasons for choosing particular IT systems and software applications for the task | *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, streamline business processes, increase productivity* |  |
| 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 | *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 | *Automated routines: Short cuts, customised menus and tool bars, run pre-set macros, templates* |  |
| 2.3 | Complete planned 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 | *Review outcomes: Quality of information used, produce drafts, review against initial plans, check with intended audience* |  |
| 3.2 | Decide whether the IT tools selected were appropriate for the task and purpose | *IT tools selection: Time taken, convenience, cost, quality, accuracy* |  |
| 3.3 | Identify the strengths and weaknesses of the completed task | *Strengths and weaknesses: Format, layout, accuracy, clarity for audience* |  |
| 3.4 | Identify ways to make further improvements to work | *Improvements to work: Correct mistakes, avoid affecting other people’s work, better ways of doing things, learning new techniques* |  |

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| **Assessment Report** | | | | |
| **Assessor feedback / comments** (continue on additional sheet / assessment report if necessary) | | | | |
| **Internal Verifier actions / comments / feedback** | | | | |
| **Assessor signature:** |  | **Assessment date:** |  | **Reason for IV:**  **New Assessor**  **Random Sample**  **New Unit/Qualification**  **Other** |
| **IV signature:** |  | **IV date:** |  |