Improving Productivity Using IT Level 2 (Credit value 4)

Assessment

You should use this file to complete your Assessment.
- The first thing you need to do is save a copy of this document, either onto your computer or a disk
- Then work through your Assessment, remembering to save your work regularly
- When you've finished, print out a copy to keep for reference

---

Name: A

Achieving your qualification

In order to achieve your **Level 2 ITQ Certificate in IT User Skills** qualification, you will need to demonstrate to your tutor that you can meet all of the **learning outcomes** for this Unit.

By completing this Assessment, you will cover the following **learning outcomes**:

The learner will…

1. Plan, select and use appropriate IT systems and software for different purposes
2. Review and adapt the ongoing use of IT tools and systems to make sure that activities are successful
3. Develop and test solutions to improve the ongoing use of IT tools and systems

You will also satisfy the following **assessment criteria**:

The learner can…

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

2.1 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

3.1 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

The numbering on the questions below will show you where these criteria are covered.

Completing your Assessment

In order to achieve this Mandatory Unit, you must complete the attached **Evidence Review Form**.

On page 1 of the **Evidence Review Form**, you will see three **options**.

Once you have completed your **Evidence Review Form**, you will need to send it to your tutor so they can see the progress you have made.

Improving Productivity Using IT Level 2 (credit value 4),
you must **complete this Evidence Review Form.**

You need to choose ONE of the following options to give a brief description of why you are using IT by answering ALL the questions below. You must ensure that the option chosen, allows you to answer ALL sections of the form. **PLEASE COMPLETE THIS FORM ELECTRONICALLY.**

OPTIONS:

1.   A real work task
OR

2.   A centre-set assignment

OR
3.   A practice task(s) or assignment that you have undertaken whilst learning the skills for your IT qualification. It must be straightforward, but detailed enough to allow you to answer the questions below.

N.B.   All tasks/unit evidence/certificates or assignments used must be included with the form to cover 1.5

Candidates are required to complete the following information independently. All sections must be completed. For electronic completion, please use the tab key on the keyboard to navigate to the next area of the form. **Assessors should mark the candidate answers.**

Which option is this unit based on – 1, 2, or 3 above?
Please give a brief description of the task(s).
eg a database report to show all holidays in July

Option 2: Centre Set Assignment

Presentation to be made independently on E-Safety

1.1   Who is the information to be produced for?
            What will it be used for?

The information is being produced for older people who may not be that confident using the internet ad will probably not be aware of the dangers of viruses. The presentation will be used to help to educate older people about the dangers that are preset o the internet and enable them to protect themselves and their own information.

Correct. Excellent answer you have clearly stated whom this will be produced for and what it will be used for.

1.3   What information do you need to include?
            Where is the information located?

The core information was provided as part of the briefing. It was important to include details about the potential risks on the internet, to provide the different names of the viruses and to explain what these viruses ca do to computers once they have been released into them. You should also include information about what to look out for that could tell you that you have a problem. Any images that you use you need to give credit to in the references at the end of the presentation.

Correct. You have stated the information and have gone into detail on what information you need to include.

1.2, 1.3, 1.4   Are there any factors that may affect the task? E.g. availability of time, budget and resources, access to information.

The time I had to complete the task and the lack of money and resources limited my presentation. I was given a basic amount of information, if I had more information then the presentation could have been more detailed and If I was given longer time I could have done a better job. The limited time meant that I could not spend lots of time searching for information and material so most of my information came from the internet.

There was no budget only the resources provided. The presentation relied on me getting additional information from the internet and was dependant on how much time I could dedicate to it.

The core information was not detailed and in real life I would have liked to have given old people a more detailed and more colourful presentation. Luckily I could get lots of free materials from the internet.

Correct. You have given some great factors, which might affect the work you are completing.

1.7   Are there any constraints or guidelines that may affect the task you are completing?
            eg deadlines, file size, software and / or hardware compatibility

The task had a 4 week deadline and Microsoft PowerPoint was specified. The file needed to be small enough to be emailed to the old people so that it would not slow down their computers. I needed to make the presentation short and informative to make sure the old people did not get bored and lose interest. A 4 week deadline was a constraint.

Correct. You have given 2 great constraints.

2.1   Which tools did you use to format and layout your work?

The presentation was prepared in Microsoft Powerpoint using the slide master to create the core slide design, the import function to import objects, the editing function to adjust objects to their final positioning, and spellcheck to check for accuracy.

Correct. You have given 4 great tools used in PowerPoint.

2.1, 2.2, 3.1   What were the benefits and drawbacks of the IT tools and systems you used?
eg time, convenience, benefits of IT compared to manual, quality, accuracy

Powerpoint is structured and easy to use. The slide master tool makes it easy to ensure consistency of format and presentation throughout a document, and creation of a presentation is quick and easy. Powerpoint presentations generally look more professional than the manual alternatives, and more engaging than delivering the same information in a written/report format (eg in Word); however, due to how the slide master functionality is buried on a sub-menu, the inexperienced user could potentially waste a great deal of time creating a poorly executed and inconsistent presentation.

Powerpoint offers spell and grammar check functions which seem and advantage but which have limitations which, if no manual checks are made, can lead to unfortunate errors in final work.

Correct. You have given 2 benefits and 2 drawbacks using IT tools.

1.7 How may guidelines such as copyright law, security, software licensing, data protection, organisation / centre policy, etc affect the work you are producing?
eg passwords, assessment instructions, user instructions

Use of images or content without permission may contravene copyright laws and result in fees or fines being levied, or, in more serious cases, court action being taken so it was important for me to ensure I sourced all information from copyright free sources, and included relevant credits.

Corporate brand guidelines and organisation policies may place very specific restrictions on the types of objects which can be incorporated into corporate communications, presentation of information, and tone and style of copy. For example: use of imagery may be restricted to imagery of a certain type (eg photography allowed, but no cartoon or clipart imagery) or to imagery held within the corporate image library. In other instances permissions may be particularly important (eg where photos of people at events are being used). Companies may also have accounts in place with certain commercial photo or sound libraries (eg istock) and may restrict usage to these providers. This did not apply in this instance although I gave consideration to the way in which such an organisation may wish to brand itself.

Data protection is critical wherever personal data is being used and will potentially restrict what is sent, when and how to individuals eg an individual registered with the Mailing Preference Service must not be contact by direct mail unless the contact relates to an on-going purchase/process the customer has initiated. This did not apply in this instance.

It was important to observe the guidelines given for the task and ensure I complied with all the direct instructions given and then labelled and submitted my assessment files in the appropriate way.

Correct. Excellent answer. You have given 4 great examples and have gone into detail.

3.2 and 3.3 How did you develop solutions to improve productivity when using IT?
eg customise interface, set up shortcuts, save time / money, quality of product

I used the slide master function to produce and then replicate a template slide, this saved me creating individual slides and then ensuring consistency of formatting across them. This was a quick process which ensured I ended up with a high quality professional presentation, taking up the minimal amount of time needed.

I used spell and grammar check functions to check my final presentation.

I included hyperlinks to websites from which I had sourced additional resources; this will make accessing this information again more convenient both for me and for colleagues and clients who use the presentation in future.

Correct. You have mentioned some great solutions to improve your productivity.

2.5, 1.6 How did you review the work produced?

eg suitable for audience and purpose, mistakes corrected

I revisited the original brief to ensure I had kept in mind the audience and purpose of the communication. I then cross-checked my work against each step of the work instructions to ensure I had completed each task. I then used standard tools such as spellcheck and grammarcheck to check for obvious errors.   I then completed a final detailed check by eye to ensure there were no other errors or omissions.

Correct. You have said you reviewed your work by cross checking it with the instructions. You spellchecker the document for spelling and grammar mistakes and check it by eye for any obvious errors.

3.4 How did you test the completed task to ensure it worked as planned?

I used the slideshow function to ensure the slides were in the correct order, the transitions and effects all worked, and that the correct credits had been included for imported images and effects.

Correct. You have said you put the presentation into slideshow mode and check for order errors and all the effects worked.

2.3 List at least 2 strengths and 2 weaknesses of the final product.
eg format, layout, accuracy, structure, style

Strengths: bright engaging imagery; consistently presented easy-to-read slides

Weaknesses: could containt more interesting imagery from the ski centres own archives if access were available; effects are a bit dull, but were free….

Correct. You have listed 2 strengths and 2 weaknesses.

2.4 Are there any improvements you could make to the task?
eg correct mistakes, learn new techniques, better layout, formatting, etc

Generally I would like to have sourced more interesting content about e security and the potential problems on the internet.

Correct. You have taken one of the weaknesses and have said you would use more interesting content about the ski center and its products.

I confirm that this is my own work
Candidate Name: Joe Bloggs
(print) _____   **Date:** _____

I confirm that this is the candidate's own work
Assessor Name: Your Tutor
(print) _____   **Date:** _____

Assessor Feedback

Chosen Option?

Correct. You have stated you will base this assessment on the presentation unit.

1.1

Correct. Excellent answer you have clearly stated who this will be produced for and what it will be used for.

1.3

Correct. You have stated the information from the brief and have gone into detail on what information you need to include.

1.2, 1.3, 1.4

Correct. You have given some great factors, which might affect the work you are completing.

1.7 (Page 5)

Correct. You have given 2 great constraints.

2.1

Correct. You have given 4 great tools used in PowerPoint.

2.1, 2.2, 3.1

Correct. You have given 2 benefits and 2 drawbacks using IT tools.

1.7 (Page 6)

Correct. Excellent answer. You have given 4 great examples and have gone into detail.

3.2, 3.3

Correct. You have mentioned some great solutions to improve your productivity.

2.5, 1.6

Correct. You have said you reviewed your work by cross checking it with the instructions. You spellchecker the document for spelling and grammar mistakes and check it by eye for any obvious errors.

3.4

Correct. You have said you put the presentation into slideshow mode and check for order errors and all the effects worked.

2.3

Correct. You have listed 2 strengths and 2 weaknesses.

2.4

Correct. You have taken one of the weaknesses and have said you would use more interesting content about the ski center and its products.