

S117: Improving productivity using IT 1

Overview: Plan and review their use of predefined or commonly used IT tools for activities that are straightforward or routine. As a result of reviewing their work, an individual will be able to identify and use automated methods or alternative ways of working to improve productivity. Any aspect that is unfamiliar will require support and advice from other people. This standard is imported from the **e-skills IT Users suite**.

Links: Communication; IT

Specific skills:

- Checking
- Evaluating
- Managing resources
- Monitoring
- Negotiating
- Organising
- Planning
- Problem solving
- Using technology

Performance Indicators

Plan the use of appropriate IT systems and software to meet requirements

1. Plan how to carry out the task using IT to achieve the required purpose and outcome
2. Select IT systems and software applications as appropriate for the purpose

Use IT systems and software efficiently to complete planned tasks

3. Use automated routines that aid efficient processing or presentation
4. Complete planned tasks using IT

Review the selection and use of IT tools to make sure that tasks are successful

5. Review outcomes to make sure they meet the requirements of the task and are fit for purpose

Knowledge & Understanding

- A. Identify the purpose for using IT
- B. Identify the methods, skills and resources required to complete the task successfully
- C. Identify reasons for choosing particular IT systems and software applications for the task
- D. Identify any legal or local guidelines or constraints that may affect the task or activity
- E. Identify automated routines to improve productivity
- F. Decide whether the IT tools selected were appropriate for the task and purpose
- G. Identify the strengths and weaknesses of the completed task
- H. Identify ways to make further improvements to work