

S342: Improving productivity using IT 3

Overview: Plan and review their use of predefined or commonly used IT tools for activities most of which are complex and non-routine. As a result of reviewing their work, an individual will be able to devise solutions in the use of IT tools in order to improve productivity. They will take considerable responsibility and autonomy, and be prepared to offer support and advice to others. 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, select and use appropriate IT systems and software for different purposes

1. Develop plans for using IT for different tasks and purposes, including contingencies
2. Select and use appropriate IT systems and software applications to produce effective outcomes

Evaluate the selection and use of IT tools to make sure that activities are successful

3. Review ongoing use of IT tools and techniques and change the approach as needed
4. Evaluate and test solutions to make sure they match requirements and are fit for purpose
5. Be prepared to give feedback on other people's selection and use of IT tools

Devise solutions to improve the use of IT tools and systems for self and others

6. Develop solutions that make a demonstrable improvement to the use of IT tools and systems
7. Test solutions to make sure that they work as intended
8. Recommend improvements to IT systems and procedures that increase productivity

Knowledge & Understanding

- A. Explain the purpose for using IT
- B. Analyse the methods, skills and resources required to complete the task successfully
- C. Analyse any factors that may affect the task
- D. Critically compare alternative methods to produce the intended outcome
- E. Explain why different software applications could be chosen to suit different tasks, purposes and outcomes
- F. Explain any legal or local guidelines or constraints which apply to the task or activity
- G. Critically compare the strengths and weaknesses of own and other people's final work
- H. Explain different ways to make further improvements to work
- I. Evaluate the productivity and efficiency of IT systems and procedures used by self and others
- J. Research and advise on ways to improve productivity and efficiency