

S239: Improving productivity using IT 2

Overview: Plan and review the use of predefined or commonly used IT tools for activities that are at times non-routine or unfamiliar. As a result of reviewing their work, the individual will be able to devise solutions to use IT tools 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, select and use appropriate IT systems and software for different purposes

1. Plan how to carry out tasks using IT to achieve the required purpose and outcome
2. Select and use IT systems and software applications to complete planned tasks and produce effective outcomes

Review and adapt the ongoing use of IT tools and systems to make sure that activities are successful

3. Review ongoing use of IT tools and techniques and change the approach as needed
4. Review outcomes to make sure they match requirements and are fit for purpose

Develop and test solutions to improve the ongoing use of IT tools and systems

5. Develop solutions to improve own productivity in using IT
6. Test solutions to ensure that they work as intended

Knowledge & Understanding

- A. Describe the purpose for using IT
- B. Describe the methods, skills and resources required to complete the task successfully
- C. Describe any factors that may affect the task
- D. Describe how the purpose and outcomes have been met by the chosen IT systems and software applications
- E. Describe any legal or local guidelines or constraints that may apply to the task or activity
- F. Describe whether the IT tools selected were appropriate for the task and purpose
- G. Assess the strengths and weaknesses of final work
- H. Describe ways to make further improvements to work
- I. Review the benefits and drawbacks of IT tools and systems used, in terms of productivity and efficiency
- J. Describe ways to improve productivity and efficiency