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|  | http://www.rbs.ac.mu/edexcel.jpg |

**Learner Assessment Booklet**

**Unit: Improving Productivity Using IT**

**Level: 2**

**Credit Value: 4**

**Unit Reference Number:** **T/502/4156**

**I certify that all the work in this booklet is my own.**

|  |  |
| --- | --- |
| **Learner Name:** |  |
| **Tutor Name:** | Gary McAreavey |
| **Assessor name:** | Gary McAreavey |
| **Internal Verifier name:** | Tracy Galvin |
| **Course:** | Edexcel BTEC Level 2 Certificate for IT Users (ITQ) (QCF) |
| **Course code:** | 500/7832/X |
| **Completion Date:** |  |

***This form is used to confirm that assessment has taken place and the learner has achieved the unit detailed on page 4***

|  |
| --- |
| **Achievement of unit is confirmed: Yes/No** **Signature of Assessor:****Date:** |

***Please provide additional evidence within the booklet to support the assessment criteria and evidence the development of the learner’s skills and knowledge throughout this unit – see Advice to Assessors. Tutors are recommended to contact their Internal Verifier for advice & guidance.***



**Assessment Grid: *Completed by Assessor***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning Outcomes** | **Achieved****(Delete)** | **Portfolio****Page** | **Assessment Date** | **Date of verification** |
| **1** | Yes/No |  |  |  |
| **2** | Yes/No |  |  |  |
| **3** | Yes/No |  |  |  |

**Advice to Assessors:**

**This workbook provides guidance on evidence that may be collected from summative assessment activities. This should be augmented by evidence from formative assessment and learning activities to provide evidence of the development of the learner’s understanding of the unit’s subject matter. This *could* include, but not be limited to, the assessor providing information in the above table to show progressive assessment, inclusion of feedback to learner throughout the unit, inclusion of learner learning log, evidence from group activities such group discussion such as copies of flip charts (with assessor’s group work record). For further advice assessor should contact their internal verifier.**



# Assessment record: *Completed by Assessor*

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| **Assessor Assessment decisions:** |
|  |

**All the following Learning Outcomes and Assessment Criteria MUST be met:**

**This unit has 3 learning outcomes**

|  |  |
| --- | --- |
| **LEARNING OUTCOMES**  | **ASSESSMENT CRITERIA**  |
| **1. Plan the use of appropriate IT systems and software to meet requirements.**  | 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. Use IT systems and software efficiently to complete planned tasks.**  | 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. Review the selection and use of IT tools to make sure that work activities are successful.**  | 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.  |

**ASSESSMENT CRITERIA**

**AC 1.1 Describe the purpose for using IT.**

|  |
| --- |
|  |

**AC 1.2 Describe the methods, skills and resources required to complete the task successfully**

|  |
| --- |
| **Method 1:** |
| http://www.vitlive.com/wp-content/uploads/2011/01/tasks.jpg |
| **Method 2:** |
|  |

|  |
| --- |
| **Skills 1:** |
|  |
| **Skills 2:** |
| http://www.resumeskillslist.com/wp-content/uploads/2011/06/skills.jpg |

|  |
| --- |
| **Resource 1:** |
|  |
| **Resource 2:** |
|  |

****

**AC 1.3 Plan how to carry out the task using IT to achieve the required purpose and outcome**

**Please include YOUR plan for AC 1.3 (Using IT) and include the PURPOSE and OUTCOME(S)**

**(Referenced, signed & dated)**

|  |  |
| --- | --- |
| **Assessor signature:** | **Date:** |

**AC 1.4 Describe any factor that may affect the tack.**

|  |
| --- |
| **Factor 1:** |
|  |
| **Factor 2:** |
|  |
| **Factor 3:** |
| **http://upload.wikimedia.org/wikipedia/commons/thumb/c/c1/Computer-aj_aj_ashton_01.svg/320px-Computer-aj_aj_ashton_01.svg.png** |

**AC 1.5 Select and use IT systems and software applications to complete planned tasks and produce effective outcomes**

|  |
| --- |
| **IT System selected:** |
|  |
| **Outline Reasons:** |
|  |

|  |
| --- |
| **Software Applications selected:** |
| http://www.cyber-swift.com/img/software-outsourcing.gif |
| **Outline Reasons:** |
|  |

**AC 1.7 Describe any legal or local guidelines or constraints that may apply to the task or activity**

|  |
| --- |
| http://www.homesgofast.com/International_Lawyer/images/Legal-Services.jpg |

**AC 2.1 Identify THREE AUTOMATED routines to IMPROVE productivity**

|  |
| --- |
| **Routine 1:** |
|  |
| **Routine 2:** |
|  |
| **Routine 3:** |
|  |

**AC 2.2 Decide whether the IT tools selected were appropriate for the task and purpose**

|  |
| --- |
| **IT Tools selected:** |
|  |
| ***Assess: IT tools above: where they appropriate?*** |
| **http://upload.wikimedia.org/wikipedia/commons/thumb/e/e0/Crystal_kview.png/50px-Crystal_kview.png** |

**AC 2.3 Assess strengths and weaknesses of final work**

|  |
| --- |
| **Strengths:** |
| **1:** |
|  |
| **2:** |
|  |

|  |
| --- |
| **Weaknesses:** |
| **1:** |
|  |
| **2:** |
| http://www.edupics.com/01b-weak-t11619.jpg |

**AC 2.4 Identify below, TWO ways to make further improvements to work activities and make them more successful**

****

|  |
| --- |
| **Improvements:** |
| **1:** |
|  |
| **2:** |
|  |

**AC 2.5 Review outcomes to make sure they match requirements and are fit for purpose**

|  |
| --- |
| **Outcome 1:** |
|  |
| **Review:** |
|  |
| **Task requirements met and fit for purpose?** |
| http://upload.wikimedia.org/wikipedia/commons/thumb/e/e0/Crystal_kview.png/50px-Crystal_kview.png |

|  |
| --- |
| **Outcome 2:** |
|  |
| **Review:** |
|  |
| **Task requirements met and fit for purpose?** |
|  |

|  |
| --- |
| **Outcome 3:** |
|  |
| **Review:** |
|  |
| **Task requirements met and fit for purpose?** |
|  |

**AC 3.1 Review the benefits and drawbacks of IT tools and systems used, in terms of productivity and efficiency.**

|  |
| --- |
| **IT Tool/System 1:** |
|  |
| **Benefits and/or drawbacks:** |
| **http://upload.wikimedia.org/wikipedia/commons/thumb/e/e0/Crystal_kview.png/50px-Crystal_kview.png** |
| **IT Tool/System 2:** |
|  |
| **Benefits and/or drawbacks:** |
|  |
| **IT Tool/System 3:** |
|  |
| **Benefits and/or drawbacks:** |
|  |

**AC 3.2 Describe ways to improve productivity and efficiency.**

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|  |
| --- |
| **Description 1:** |
|  |
| **Description 2:** |
|  |
| **Description 3:** |
|  |

***Your assessor will OBSERVE the following PRACTICAL activity:***

|  |  |
| --- | --- |
| **Activity:** | **Assessor signature****& date:** |
| ***AC 3.3 Develop solutions to improve own productivity in using IT.*** |  |
| ***Activity:*** | ***Assessor signature******& date:*** |
| ***AC 3.4 Test solutions to ensure that they work as intended.*** |  |

|  |  |
| --- | --- |
| **Assessor signature:** | **Date:** |

|  |
| --- |
| Diary - Week 1 |
|  |
| **Description Section** |
| **Date:** |
|  |
| **Activity:**  |
|  |
| **What I did today:**  |
|  |
| **Evaluation Section** |
| **How did you work/perform today (select one)?****10 - 9 Excellent 8 - 7 Very good 6 - 5 Good 4 - 3 Satisfactory 2 - 1 Basic** |
| **Please give an example of this.** |
|  |
| **Learner’s Signature:** |  |
| **Assessor’s Signature:** |  |

|  |
| --- |
| Diary - Week 2 |
|  |
| **Description Section** |
| **Date:** |
|  |
| **Activity:**  |
|  |
| **What I did today:**  |
|  |
| **Evaluation Section** |
| **How did you work/perform today (select one)?****10 - 9 Excellent 8 - 7 Very good 6 - 5 Good 4 - 3 Satisfactory 2 - 1 Basic** |
| **Please give an example of this.** |
|  |
| **Learner’s Signature:** |  |
| **Assessor’s Signature:** |  |

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| --- |
| Diary - Week 3 |
|  |
| **Description Section** |
| **Date:** |
|  |
| **Activity:**  |
|  |
| **What I did today:**  |
|  |
| **Evaluation Section** |
| **How did you work/perform today (select one)?****10 - 9 Excellent 8 - 7 Very good 6 - 5 Good 4 - 3 Satisfactory 2 - 1 Basic** |
| **Please give an example of this.** |
|  |
| **Learner’s Signature:** |  |
| **Assessor’s Signature:** |  |

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| --- |
| Diary - Week 4 |
|  |
| **Description Section** |
| **Date:** |
|  |
| **Activity:**  |
|  |
| **What I did today:**  |
|  |
| **Evaluation Section** |
| **How did you work/perform today (select one)?****10 - 9 Excellent 8 - 7 Very good 6 - 5 Good 4 - 3 Satisfactory 2 - 1 Basic** |
| **Please give an example of this.** |
|  |
| **Learner’s Signature:** |  |
| **Assessor’s Signature:** |  |

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| --- |
| Diary - Week 5 |
|  |
| **Description Section** |
| **Date:** |
|  |
| **Activity:**  |
|  |
| **What I did today:**  |
|  |
| **Evaluation Section** |
| **How did you work/perform today (select one)?****10 - 9 Excellent 8 - 7 Very good 6 - 5 Good 4 - 3 Satisfactory 2 - 1 Basic** |
| **Please give an example of this.** |
|  |
| **Learner’s Signature:** |  |
| **Assessor’s Signature:** |  |

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| --- |
| Diary - Week 6 |
|  |
| **Description Section** |
| **Date:** |
|  |
| **Activity:**  |
|  |
| **What I did today:**  |
|  |
| **Evaluation Section** |
| **How did you work/perform today (select one)?****10 - 9 Excellent 8 - 7 Very good 6 - 5 Good 4 - 3 Satisfactory 2 - 1 Basic** |
| **Please give an example of this.** |
|  |
| **Learner’s Signature:** |  |
| **Assessor’s Signature:** |  |

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| Diary - Week 7 |
|  |
| **Description Section** |
| **Date:** |
|  |
| **Activity:**  |
|  |
| **What I did today:**  |
|  |
| **Evaluation Section** |
| **How did you work/perform today (select one)?****10 - 9 Excellent 8 - 7 Very good 6 - 5 Good 4 - 3 Satisfactory 2 - 1 Basic** |
| **Please give an example of this.** |
|  |
| **Learner’s Signature:** |  |
| **Assessor’s Signature:** |  |

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| Diary - Week 8 |
|  |
| **Description Section** |
| **Date:** |
|  |
| **Activity:**  |
|  |
| **What I did today:**  |
|  |
| **Evaluation Section** |
| **How did you work/perform today (select one)?****10 - 9 Excellent 8 - 7 Very good 6 - 5 Good 4 - 3 Satisfactory 2 - 1 Basic** |
| **Please give an example of this.** |
|  |
| **Learner’s Signature:** |  |
| **Assessor’s Signature:** |  |

|  |
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| Diary - Week 9 |
|  |
| **Description Section** |
| **Date:** |
|  |
| **Activity:**  |
|  |
| **What I did today:**  |
|  |
| **Evaluation Section** |
| **How did you work/perform today (select one)?****10 - 9 Excellent 8 - 7 Very good 6 - 5 Good 4 - 3 Satisfactory 2 - 1 Basic** |
| **Please give an example of this.** |
|  |
| **Learner’s Signature:** |  |
| **Assessor’s Signature:** |  |

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| --- |
| Diary - Week 10 |
|  |
| **Description Section** |
| **Date:** |
|  |
| **Activity:**  |
|  |
| **What I did today:**  |
|  |
| **Evaluation Section** |
| **How did you work/perform today (select one)?****10 - 9 Excellent 8 - 7 Very good 6 - 5 Good 4 - 3 Satisfactory 2 - 1 Basic** |
| **Please give an example of this.** |
|  |
| **Learner’s Signature:** |  |
| **Assessor’s Signature:** |  |

**Activity 1.3**

**My Plan**

|  |
| --- |
| **What is the purpose of the task and what information will be required?** |
|  |
|  |
| **How/Where will it be used and what is the timescale?** |
|  |
|  |
| **Software to be used – what makes it most suited to the task??** |
|  |
|  |
| **Style and format (any special requirements)?** |
|  |
|  |
| **What features could improve productivity? (e.g. templates, macros, shortcuts etc. – give detail)?** |
|  |
|  |
| **Learner’s Signature:** |  |
| **Assessor’s Signature:** |  |
| **Activity 2.3** ✔ |
|  |