

# Make Selective Use of IT

## About this unit

### Structure

This unit is taken from the national occupational standards for IT Users (ITQ), Unit 2A It is divided into sections covering “what you need to do”, “what you need to know and understand” and “what proof you need”. These are described in detail below.

### What it is about

#### Who is this unit for?

This unit is suitable for you if your work involves the working out of how to use IT for complex tasks (eg working out a monthly budget, creating a presentation with a sound track, editing a photo for a brochure or planning multiple web pages for a web site).

#### At the end of this unit you will be able to:

Work out how to use IT effectively for complex tasks and purposes, taking account of your own skills and capabilities.

## What you need to do

### Explain (Use of IT)

- 1 Explain which software tools and techniques were chosen and how effectively they were used for particular tasks and uses.

### Find and evaluate

- 2 Choose and use appropriate methods of searching for relevant information.
- 3 Review sources and information to help choose what is most relevant, and to decide when enough has been found.

### Organise

- 4 Use a variety of IT software tools and techniques to structure information to suit complex tasks and audience needs.

### Review

- 5 Evaluate own strengths and weaknesses in using IT.
- 6 Take account of feedback from other people about own use of IT.

#### EXAMPLE:

**Organise** (4): using large print for partially sighted readers

## What you need to know and understand

### Purposes

- A Why and how using the IT system and software was an appropriate way of carrying out the task.

### Produce information

- B How to produce information that communicates clearly and accurately with the audience, where and when it is needed.

### Terms for IT

- C What and how to use a wide range of correct terms for hardware and software, such as “web-cam” and “netiquette”.

## What proof you need

You will need to produce at least **four comprehensive** tasks for your assessor to judge and decide whether you have met the requirements of this unit. These tasks must:

- be fully supported by evidence which has come from your job in the workplace
- show that you have done and know everything from the “What you need to do” and “What you need to know and understand” sections of the unit

Simulation is not allowed for this unit.