

## Unit Title: Manage information systems

OCR unit number: 6  
 Level: 4  
 Credit value: 6  
 Guided learning hours: 30  
 Unit reference number: F/506/1951

## Unit aim and purpose

This unit aims to develop the knowledge and skills required to manage information systems. Upon completion of this unit, learners will develop an understanding of the management of information systems. Learners will be able to apply this knowledge when setting up information system processes and managing information systems.

Learning Outcomes	Assessment Criteria	Additional Guidance
<b>The Learner will:</b> 1 Understand the management of information systems	<b>The Learner can:</b> 1.1 Explain the uses of an information system 1.2 Describe typical <b>information system interfaces</b> 1.3 Analyse the implications of system updates and system developments to an organisation 1.4 Analyse the use of stakeholders' feedback on the effectiveness of an information system 1.5 Evaluate the implications of data protection requirements for the management and use of an information system	<b>Information system interfaces</b> may include but are not exclusive to: <ul style="list-style-type: none"> <li>• Touch screens</li> <li>• Storage devices</li> <li>• File-sharing software</li> </ul>
2 Be able to set up information system processes	2.1 Develop standard operating procedures for administrative processes that meet organisational and legal requirements 2.2 Implement management processes that are capable of identifying and resolving problems 2.3 Analyse users' training needs for an information system	

Learning Outcomes	Assessment Criteria	Additional Guidance
3 Be able to manage an information system	3.1 Monitor the quality of information against agreed key performance indicators (KPIs) 3.2 Update information systems in line with business and users' needs 3.3 Provide training and support in the use of information systems to users and stakeholders 3.4 Manage problems in the information system in a way that minimises disruption to business 3.5 Evaluate the effectiveness of an information system 3.6 Make recommendations for improvements that will enhance the efficiency of an information system 3.7 Adhere to <b>organisational policies and procedures, legal and ethical requirements</b> in the management of an information system	Where possible, adherence to <b>organisational policies and procedures, legal and ethical requirements</b> should be confirmed by a line manager or experienced colleague.

## Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

## Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

## National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at [www.ukstandards.co.uk](http://www.ukstandards.co.uk).

Occupational standards	Unit number	Title
Business & Administration (2013) National Occupational Standards:	CFABAD122	Manage and evaluate information systems

## Additional information

For further information regarding administration for this qualification, please refer to the OCR document 'Admin Guide: Vocational Qualifications' (A850) on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).