OCR Level 1 ITQ 2009

To achieve the Mandatory Unit (Unit 1),
Improving Productivity Using IT Level 1 (credit value 3),
you **must complete this Evidence Review Form.**

You need to choose ONE of the following options to give a brief description of why you are using IT by answering ALL the questions below. You must ensure that the option chosen, allows you to answer ALL sections of the form. **PLEASE COMPLETE THIS FORM ELECTRONICALLY.**

OPTIONS:

1. A real work task
or
2. A New CLAiT assignment
or
3. A centre-set assignment
or
4. A practice task(s) or assignment that you have undertaken whilst learning the skills for your IT qualification. It must be straightforward, but detailed enough to allow you to answer the questions below.

N.B. All tasks/unit evidence or assignments used must be included with the form, as they are the evidence for 2.2 and 2.3. If candidates have previously achieved a unit, upon which they are basing the ERF, a marked copy of the work produced must be submitted with the ERF. ITQ CLAiT CBA results reports are not acceptable.

If you are claiming other ITQ units you could cross-reference the task(s) or unit evidence you have used for this unit.

Candidates are required to complete the following information independently. All sections must be completed. For electronic completion, please use the tab key on the keyboard to navigate to the next area of the form. **Assessors should mark the candidate answers.**

Which option is this unit based on – 1, 2, 3 or 4 above?
If it is a New CLAiT assignment, please state which unit and year
e.g. 02/0506A
If it is based on 1, 3 or 4, please give a brief description of the task(s).
e.g. a PowerPoint presentation on Health and Safety

> *Option 4: CLAiT Practice (sample) paper A evidence for Word Unit*

1.1   Who is the information to be produced for?
          What will it be used for?

> *The information from CLAiT paper sample A is for the Progress History Society and is to produce an information sheet relating to the Victorian Era.*
>
> *It will be used by the Progress History Society as an information sheet.*

1.3 What information do you need to include?
Where is the information located?

I need to include a file that has already been created and text that I have to key in. The file is stored on a pen drive I will be given by my tutor and the text is on an assessment paper the tutor will give me.

1.6 Are there any constraints or guidelines that may affect the task you have completed?
e.g. deadlines, file size, software and/or hardware compatibility, house styles

I have to save it electronically on a pen drive and print a copy of each document. The constraints were that the classroom I was in only had a black and white printer, so my printouts were not colour.

The assessment must be finished within 2 1/2 hours.

1.2 and 1.5 List any software and hardware and any resources you need to use.
e.g. paper, memory stick
1.4 Give at least 2 reasons why you used the software package and hardware you chose.
e.g. time, convenience, benefits of IT compared to manual, quality, accuracy

I needed to use My computer and Microsoft Word for the CLAiT Sample A paper, I also needed a computer and printer along with folders and files that were set up by my tutor before I started the paper and I needed paper to print on.

I used My Computer for file management as you can easily create folders and move files around in this package. I used Microsoft Word because I can type the documents in and format them in word and use tools such as word count and tables in this package.

1.2 What skills did you need to complete the task?

I was taught how to use the software and hardware by my tutor for 2 months before I started the paper. She showed me how to do all the tasks required and I completed several zig zag practice papers before I did the Sample A paper. I need file management skills and word processing skills. I also needed skills to check the work is correct.

1.6 How may guidelines such as copyright law, security, software licensing, data protection, organisation/centre policy etc affect the work you produced?
e.g. passwords, assessment instructions, user instructions

For security I had to log on to the college network using my own id and password. The organisational security settings restricted where I could save information.

The software was the College software and they have an education licence.

2.1 Identify at least 2 automated routines that you used to improve productivity when completing this task.
e.g. set up shortcuts, templates, customise toolbars

I used many short cuts such as CTRL+C and V to copy and paste for file management and in Word I used CTRL+B and M to embolden and indent. I used Alt and tab to switch between My Computer and Microsoft Word. I used the Office 2007 quick access toolbar which I have customised with the spell-check and print icon on.

Improving Productivity Using IT Level 1

3.1 and 3.2   How did you review the work produced?
e.g. suitable for the audience and purpose

I corrected 2 spelling mistakes during the assessment and carried out the formatting and layout as instructed on the paper. I was asked to create an information sheet and I entered all the text requested and followed the instructions for formatting and layout of the sheet to make it suitable for an information sheet to be given out by the Progress History Society. I corrected 2 spelling mistakes which ensured a professional look to the information sheet.

3.2   Which tools did you use to format and layout your work?

Document 1 had to be portrait, single line spacing with a table below. Document 2 had to be amended and also had bullet points. I used word count, indents and headers and footers.

3.3   List at least one strength and one weakness of the final product.
e.g. format, layout, accuracy, suitable for the audience

The work looked good and was accurate.

The only weakness is that if I was producing it myself and not following assessment instructions I could have formatted it better with pictures and colours etc.

3.4   Identify any improvements you could make to the task.
e.g. corrections, better layout, learn new skills

I completed the paper and got 2 accuracy errors, so I need to ensure I proof-read my work more carefully. I think it is easy for the audience to read and I could have done better if I proof read it myself so that my tutor didn't find any errors.

I confirm that this is my own work

Candidate Name: Lucinda Clark   **Date:**   07 July 2010

I confirm that this is the candidate's own work

Assessor Name: Ann Riley   **Date:**   07 July 2010

Assessor Feedback

Must be completed to show evidence of assessor marking

N.B. To ensure the quality of the grammar, punctuation and spelling can be assessed effectively, candidates may wish to complete their answers in a separate word processed document to grammar and spell check before copying and pasting into this form.

Please send the final accurate submission of this form, to the Examiner-moderator, with the evidence being reviewed.