

OCR Level 2 ITQ 2009
Evidence Checklist and Evidence Guide for:
Unit 96: Developing Personal and Team Effectiveness Using IT (DPE)
Level 3 (Credit Value 4)

Candidate Name: _____

Completed evidence checklists **must** be submitted with candidate work for each unit. No substitute is permitted.

Centre assessors **must** assess the candidate's work prior to submission.

Only units that have been achieved should be submitted for moderation.

Centre Number: _____

Please note that where candidates are required to demonstrate amendments/replacements/moves/deletions, before and after evidence will need to be submitted.

All pages must be numbered and the page number referenced on this form. The examples given are indicative of the learning context at each level and are not intended to form a prescriptive list for the purpose of assessment. However, Evidence requirements (**in bold**), must be followed.

There are a range of IT tools and techniques that IT users can use to support their own personal and professional development.

Through this unit, learners start to recognise and respect diversity, individual differences and perspectives and understand how IT can be used to support and enhance both personal and team effectiveness.

Learners will consider how they use information management tools and collaborative workspaces to support personal and team activities.

Criteria	Evidence Requirements	Details/Page Number/Location of Evidence
<p>1. Understand how IT can support personal development</p>	<p>1.1 and 1.2 Describe how at least three IT tools and resources can be used for each of:</p> <ul style="list-style-type: none"> <i>to support your own personal learning and development</i> <i>to support personal performance improvement</i> <p>Examples - IT Tools: communications, email, sharing calendars, sharing files, intranet, netmeeting, bulletin boards, on line help, tutorials, video training, enewsletters, social media tools: forums, blogs, chat, social networks, websites, worldwide, mobile devices and applications, collaborative technology, cameras, internet, news, wireless, virtual learning environments, media rich content, simulation,</p>	<p>Page 2 Helpdesk database Manufacturer instructions On line help</p>
<p>2. Use IT to support personal development</p>	<p>2.1 Implement at least three IT tools and systems to support personal performance and time management</p> <p>Examples - IT Tools: communications, email, sharing calendars, sharing files, intranet, netmeeting, project management software, bulletin boards, video training, enewsletters, social media tools: forums, blogs, chat, social networks, websites, worldwide, mobile devices and applications, collaborative technology, cameras, internet, news, wireless, virtual learning environments, media rich content, simulation,</p>	<p>Page 3 Attend Cisco nightclass – plan of exams Action Plan – appendix 1 Mobile device setup</p>
	<p>2.2 Develop and implement an action plan to use IT to improve own working practice including at least three actions</p> <p>Examples – Action Plan: dates, targets, goals, progress, strengths, weaknesses, training requirements</p>	<p>Action Plan appendix 1</p>

Criteria	Evidence Requirements	Details/Page Number/Location of Evidence
3. Understand how IT can support the development of team effectiveness	<p>3.1 Describe at least three roles and responsibilities of team members</p> <p>3.2 Explain how at least three IT tools and systems can be used to enhance effective team communications and collaboration</p> <p>3.3 Compare at least three ways that IT can be used to overcome obstacles to effective teamwork</p> <p>Examples - Roles: helpdesk operator, systems analyst, website designer, systems administrator, programmer, network technician, IT trainer</p> <p>IT Tools - communications: email, sharing calendars, sharing files, intranet, netmeeting, project management software, bulletin boards, video training, enewsletters, social media tools: forums, blogs, chat, social networks, websites, mobile devices and applications, collaborative technology, cameras, internet, news, wireless, virtual learning environments, media rich content, simulation,</p>	<p>3.1 Page 4 Sales Team IT Maintenance Team IT Trainer</p> <p>3.2 Page 4 and 5 Mobile Technology Database Remote Access</p> <p>3.3 Page 5 Notification system/Mobile reception Lookup fields Ordering system</p>
4. Work as a member of a team to achieve defined goals and implement agreed plans	<p>4.1 Assess contribution of own use of IT in at least three team activities</p> <p>Examples – systems, hardware, software, IT Tools - communications: email, sharing calendars, sharing files, intranet, netmeeting, bulletin boards, video training, enewsletters, social media tools: forums, blogs, chat, social networks, websites, worldwide, mobile devices and applications, collaborative technology, cameras, internet, news, wireless, virtual learning environments, media rich content, simulation,</p>	<p>4.1 Candidate statement pages 6-7</p>

Criteria	Evidence Requirements	Details/Page Number/Location of Evidence
	<p>4.2 Provide feedback to others on their use of IT in a constructive and considerate manner on at least three occasions</p> <p>4.3 Review feedback from others on own performance and adapt behaviour on at least three occasions</p> <p>4.4 Assist others to use new IT tools and systems on at least three occasions</p> <p>Examples – systems, hardware, software, IT Tools - communications: email, sharing calendars, sharing files, intranet, netmeeting, bulletin boards, video training, enewsletters, social media tools: forums, blogs, chat, social networks, websites, worldwide, mobile devices and applications, collaborative technology, cameras, internet, news, wireless, virtual learning environments, media rich content, simulation,</p> <p>Feedback – positive, negative, constructive, instructional, supportive, oral, written, group, individual</p>	Witness statement 1-3

I state that the evidence for this unit is included on the specified printouts (or saved electronic files) indicated above.

Candidate Name: _____ Date: _____

Assessor Name: _____ Date: _____