

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

Action Plan

**Review**

<b>Strengths</b>	<b>Evidence</b>
Knowledge of networking	CISCO exams
Microsoft Office knowledge	MOS exams
Communication skills	Feedback from customers and Line Manager

<b>Weaknesses</b>	<b>Evidence</b>
Transport	Unable to drive at the moment
Hardware knowledge	Need to learn more about fixing hardware problems
Specific software problems	Bespoke software we design for companies - need more knowledge

## Short Term Targets

Goal	Action Points	Target/Review Date	Evidence
To have my own transport and pass driving test	<ol style="list-style-type: none"> <li>1. To apply for provisional licence</li> <li>2. To book lessons</li> <li>3. To buy theory book and learn theory</li> <li>4. To sit theory test</li> <li>5. To pass driving test</li> <li>6. To buy a car</li> <li>7. To buy insurance</li> </ol>	1 month 2 months 1 month 3 months 6 months 6 months 6 months	

## Short Term Targets

Goal	Action Points	Target/Review Date	Evidence
To learn more about hardware knowledge	<ol style="list-style-type: none"> <li>1. Shadow the hardware technician for ½ a day each week</li> <li>2. Spend time building a computer following the build a PC manual</li> <li>3. Keep up to date with Computer magazines as to new hardware available and specifications</li> </ol>	2 months 2 months Every month	
Learn more about bespoke software we develop	<ol style="list-style-type: none"> <li>1. Shadow the development team for ½ a day each week</li> <li>2. Spend time working through user manuals that development team have written</li> <li>3. Watch user videos that development team produced</li> </ol>	2 months 2 months 2 months	