

U24601: Evaluate the impact of ICT

Unit Descriptor:

This unit is suitable for you if your work involves the analysis of your own use of ICT (eg as part of a self-appraisal scheme).

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

Identify simple benefits and drawbacks of using ICT. Demonstrate ability to assess your ICT performance.

ELEMENT**PERFORMANCE CRITERIA**

To be competent you must achieve the following:

1. Evaluate the impact of ICT

Analyse and evaluate

- 1.1 Decide what makes tasks easier using ICT.
- 1.2 Identify difficulties of using ICT.

Learn

- 1.3 **Source** appropriate help when needed.
- 1.4 Seek advice from a colleague or other source about the most appropriate learning opportunities to meet any skills gaps identified.

RANGE STATEMENT

You must cover the items below:

A. Sources

- i. colleague
- ii. manager
- iii. internet
- iv. literature
- v. training

UNDERPINNING KNOWLEDGE AND SKILLS

Individuals and organisations

1. Ways in which ICT affect what people do at home, work, school or other environment.

Improve access

2. How the use of the internet or networked computers can help people access information more easily.

Health and safety issues

3. Health and safety risks in using ICT.
4. What health and safety laws and/or guidelines affect the use of ICT.

Security risks

5. Risks to data, such as theft, viruses or unauthorized access, natural disasters and fire.
6. Risks to data from the hardware or software failure.
7. Risks of receiving and opening files, e-mails, downloads and instant messages, etc.

Improving learning

8. Different types of ICT learning materials and activities that is available.

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

You will need to produce **at least two comprehensive tasks**. The evidence may come from activities in your workplace and/or from simulation.

Your performance evidence should show that you are able to:

- A. Analyze and evaluate the impact of using ICT by:
 - i. Producing evidence to show what tasks can be done easier using ICT.
 - ii. Demonstrate your self-assessment skills.
- B. Demonstrate that you have gained knowledge and developed skills by getting help/information.
 - i. From an appropriate person/source.

Your evidence must show that you have met all the performance criteria, range and underpinning knowledge requirements.

(2) Methods of Assessment

Observation of your assessor of you:

- Collecting information from a colleague, other sources, about the most appropriate learning opportunities to meet any ICT skills gaps identified.

Product of work which resulted from an evaluation and an analysis of the impact of the use of ICT.

Answers to written or oral questions from your assessor.

(3) Context of Assessment

Your evidence may come from activities in your workplace and/or from simulation.