Review and improve productivity using digital applications

Overview

This standard is about choosing appropriate software apps and using them to carry out agreed tasks and improve productivity.

It involves reviewing and seeking ways to improve productivity and efficiency in the use of IT tools and systems for self and others, including migrating to relevant new apps and tools and developing contingency plans. It also includes understanding the potential of IT for business and environmental considerations.

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Performance criteria

You must be able to:

1. clarify outcomes and negotiate realistic deadlines for task completion
2. develop solutions to simplify the execution of standard activities
3. use advanced features of digital application software to improve efficiency and quality of outputs
4. migrate to new digital software applications to improve efficiency in line with organisational requirements
5. review and evaluate the effectiveness of digital systems and solutions for different tasks and purposes
6. recommend improvements to digital systems and procedures to increase productivity

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Knowledge and understanding

You need to know and understand:

1. the purpose of key components of an organisation's IT system (hardware, software and communications)
2. procedures required to successfully complete tasks using digital applications
3. how to monitor the environmental impact of IT solutions
4. potential barriers to implementation of IT solutions and how to overcome them
5. methods used to evaluate the success of digital solutions
6. potential benefits and constraints from the introduction of new IT solutions
7. roles and responsibilities of those involved in operating and supporting the IT function in an organisation
8. current trends in technology and their relevance to the organisation
9. the use of assistive and adaptive technologies to support those with disability

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