

Overview

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

It involves knowing about the features of a range of different types of software (including specialist or bespoke software) to be able to make more informed choices and carry out more varied tasks effectively. It includes developing, processing, organising, storing and backing up different types of information to achieve the required outcomes. It also involves exploring new digital systems or features and keeping up with new developments in IT.

Select and use a range of IT applications to develop quality solutions

Performance criteria

You must be able to:

1. plan how to carry out a range of tasks using appropriate digital tools to achieve required purpose and outcomes
2. clarify requirements for solution development and estimate the time to complete
3. select appropriate IT systems and software for different purposes in line with organisational requirements
4. develop, manipulate and combine different types of information using appropriate IT application to meet requirements of tasks, purpose and outcomes
5. integrate the IT outputs developed using different software and processes to meet organisational requirements
6. develop IT solutions to aid efficient processing and improve task outputs
7. organise digital content logically into files and folders using appropriate naming conventions
8. review solution proposals to make sure they match organisational requirements and are fit for purpose
9. use help systems to investigate unfamiliar software features to improve efficiency of IT applications

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Knowledge and understanding

You need to know and understand:

1. organisational rules or guidelines for use of IT facilities
2. how to use IT facilities to gain efficiencies in personal performance
3. organisational standards that apply to tasks and why these are used
4. the potential of IT to improve personal and business productivity
5. benefits and drawbacks of IT tools and systems used, in terms of productivity and efficiency
6. why different software applications could be chosen to suit different tasks, purposes and outcomes organisational styles and guidelines for IT file management
7. how to develop IT solutions to improve productivity
8. features of specialist or bespoke software designed for a specific industry and purpose
9. sources of technical documentation to assist in solutions development
10. how to use current skills to develop further in software applications

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Suite IT Users

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