

Unit 504

Optimise the use of technology

UAN:	F/506/2064
Level:	5
Credit value:	6
GLH:	29
Relationship to NOS:	Management & Leadership (2012) National Occupational Standards: <ul style="list-style-type: none">• CFAM&LEB5 Optimise effective use of technology
Assessment requirements specified by a sector or regulatory body:	Skills CFA Assessment Strategy Competence units (S/NVQ)
Aim:	This unit aims to develop the knowledge and skills required to optimise the use of technology and introduces learners to the key principles underpinning the optimisation of technology. Upon completion of this unit, learners will be able to scope the use of technology, optimise the use of technological solutions, and manage the use of technology.

Learning outcome
The learner will: <ol style="list-style-type: none">1. understand the principles underpinning the optimisation of technology
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 explain how to keep up-to-date with technological developments1.2 analyse the requirements of organisational procurement processes1.3 evaluate the implications of technology for business continuity and crisis management plans1.4 evaluate the legal implications of changes to the use of technology1.5 analyse the requirements of a technology strategy.

Learning outcome
The learner will: 2. be able to scope the use of technology
Assessment criteria
The learner can: 2.1 establish evaluation criteria for the use of technology including extent of use, value, efficiency and quality 2.2 evaluate the current use of technology against agreed criteria 2.3 identify the scope for improvement including training, adaptations to existing systems and the implementation of new systems 2.4 identify the strategic implications of changes to the use of technology 2.5 assess the risks, limitations and benefits of changes to the use of technology.

Learning outcome
The learner will: 3. be able to optimise the use of technological solutions
Assessment criteria
The learner can: 3.1 specify technological requirements and priorities including the input of others in accordance with organisational technology strategy 3.2 take action to ensure the compatibility of technological plans and systems with other systems, processes and plans 3.3 recommend technological solutions that meet the specified objectives.

Learning outcome
The learner will: 4. be able to manage the use of technology
Assessment criteria
The learner can: 4.1 develop procedures that address all aspects of the technology and their implications 4.2 take action to ensure that everyone using the technology is adequately trained and equipped 4.3 promote the benefits of technology 4.4 use monitoring techniques that are appropriate to the nature of the work carried out and the system 4.5 take prompt corrective action in the event of problems arising.