Unit 307  Contribute to the development and implementation of an information system

UAN: A/506/1916
Level: 3
Credit value: 6
GLH: 21

Relationship to NOS: This unit is linked to the Business & Administration (2013) National Occupational Standards:
• CFABAD111 Support the design and development of information system.

Assessment requirements specified by a sector or regulatory body: All Assessment Criteria must be met and assessed in line with Skills CFA Assessment Strategy.

Aim: This unit aims to develop the knowledge and skills required to contribute to the development and implementation of an information system. Upon completion of this unit learners will have developed an understanding of the design and implementation of an information system. Learners will be able to contribute to both the development and implementation of an information system.

Learning outcome
The learner will:
1. Understand the design and implementation of an information system.

Assessment criteria
The learner can:
1.1 explain the types of information to be managed by a system
1.2 explain how information will be used and by whom
1.3 explain who needs to be consulted in the design and implementation of an information system and why
1.4 explain the impact of legal and organisational security and confidentiality requirements for the design and implementation of an information system.
Assessment Guidance

Information eg
- Sales
- Purchasing
- Accounts
- Personnel
- Payroll
- Stock
- Customers
- Suppliers
- Technical specifications
- Legislation
and many more

Evidence may be supplied by
- report
- professional discussion
- questioning

Learning outcome
The learner will:
2. Be able to contribute to the development of an information system.

Assessment criteria
The learner can:
2.1 confirm the:
   a. purpose
   b. use
   c. features
of an information system
2.2 identify the information that will be managed by the system
2.3 confirm requirements for reporting information
2.4 recommend the functions that will be used to manipulate and report information
2.5 develop guidance for the use of an information system that is accurate and easy to understand
2.6 recommend user access and security levels for the information system
2.7 make contributions to the development of an information system that are consistent with business objectives and values and within budgetary constraints
2.8 participate in system tests in accordance with the specification.
Assessment Guidance

Purpose, use and features
- Processing fast and accurate data
- Large capacity fast access storage
- Fast communication, both technological and human
- Reduce information overload
- Span boundaries
- A competitive weapon

Functions
- Classification
- Sort information
- Summarise information
- Identify information

Evidence may be supplied by
- product
- report
- witness testimony
- professional discussion
- questioning

Learning outcome
The learner will:
3. Be able to contribute to the implementation of an information system.

Assessment criteria
The learner can:
3.1 implement the information system in accordance with the plan, minimising disruption to business
3.2 confirm that staff are trained to use the system prior to its launch
3.3 resolve or report problems or faults with the information system within the limits of their own authority
3.4 adhere to:
   a. organisational policies and procedures
   b. legal and ethical requirements
in the implementation of an information system.

Assessment Guidance

Evidence may be supplied by
- product
- report
- witness testimony
- professional discussion
- questioning
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Supporting information

Guidance
Whilst working through this unit, any report at this level would need to be in excess of 500 words. The report can be holistic and supported by other methods of evidencing i.e. observation report, product etc.