

<b>Title</b>	<b>Describe the role of information systems and information technology in organisations</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	<p>People credited with this unit standard are able to: describe how information technology can be used in business environments, with consideration of the cultural context of the organisations; describe information systems used to support activities in a variety of organisations; and describe the relationship between an organisation and its data requirements.</p> <p>This unit standard has been developed primarily for assessment within programmes leading to the New Zealand Certificate in Information Technology Essentials (Level 4) [Ref: 2594].</p>
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<b>Classification</b>	Computing > Generic Computing
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<b>Available grade</b>	Achieved
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**Guidance Information**

- 1 Assessment, where applicable, will be conducted in and for the context of real or realistic situations and/or settings, and be relevant to current and/or emerging practice. The assessor may gather evidence over time from a range of scenarios rather than using one assessment where the learner has to demonstrate all of the required skills. The assessment context for this unit standard must be suitable to meet the criteria for level 4 in the NZQF Level Descriptors, which are available by searching for “level descriptors” at [www.nzqa.govt.nz](http://www.nzqa.govt.nz).
- 2 Definitions
 

*Cultural context* in this standard refers to how the culture of the organisation can affect behaviour, ideas, beliefs and practices in relation to IT in the organisation.

An *information system* is a complementary collection of hardware and software that people and organisations use to collect, filter, process, create and distribute data, with the aim of supporting operations, management and decision making. In this standard, the information systems may include but are not limited to payroll, human resource information or management systems, accounts, customer relationship management, learning management systems.

*Information Technology (IT)* is the common term for the entire spectrum of technologies for information processing and related to computing technology, such as networking, hardware, software, the internet or the people that work with these technologies.

*Organisation* refers to a specific entity which may be – in private, public, or community and voluntary sectors; a business, a discreetly managed unit within a larger entity, a Māori organisation, or a special purpose body.

- 3 Legislation relevant to this unit standard may include but is not limited to the:  
 Consumer Guarantees Act 1993;  
 Copyright Act 1994;  
 Copyright (New Technologies) Amendment Act 2008;  
 Harmful Digital Communications Act 2015;  
 Health and Safety at Work Act 2015;  
 Privacy Act 1993;  
 Unsolicited Electronic Messages Act 2007;  
 and any subsequent amendments.  
 Current legislation and regulations can be accessed at <http://legislation.govt.nz>.
- 4 References  
*ACC5637 Guidelines for Using Computers - Preventing and managing discomfort, pain and injury*. Accident Compensation Corporation - Department of Labour, 2010; available from Worksafe New Zealand, at <http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/guidelines-for-using-computers>.

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## Outcomes and performance criteria

### Outcome 1

Describe how information technology can be used in business environments, with consideration of the cultural context of the organisations.

#### Performance criteria

- 1.1 Organisations with different structures are explored in terms of their operational needs and data requirements, with consideration of the cultural context.
- 1.2 Computer applications used in organisations are described in terms of their purpose and functions.
- Range common to organisations, common to functional areas within an organisation, unique to different organisations;  
 at least three categories of applications.
- 1.3 The effects of information technology on an organisation's systems are described in terms of both the benefits and the one-off and ongoing costs.
- Range includes – a minimum of two effects that benefit, and two effects that cost.

### Outcome 2

Describe information systems used to support activities in a variety of organisations.

**Performance criteria**

2.1 Information systems are defined and described in terms of their concepts, types and theoretical components, for at least two organisations with clearly different structures and purpose.

Range a minimum of two information systems are described.

**Outcome 3**

Describe the relationship between an organisation and its data requirements.

**Performance criteria**

3.1 The distinction between data and information is described in an organisation context.

3.2 Information used in the organisation is outlined in terms of its role in decision-making.

3.3 The main threats to data security and integrity in the organisation are identified and described in terms of methods to mitigate these threats.

Range may include but not limited to – ways to safeguard and protect data, checking data for accuracy and completeness.

3.4 The sub-systems which make up the organisation are identified and described in terms of the types of data associated with each sub-system.

Range sub-systems may include but are not limited to – human resources, marketing, accounting, operations.

<b>Replacement information</b>	This unit standard replaced unit standards 5952, 6746 and 6747
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**This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.**

**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	19 January 2017	31 December 2024
Review	2	28 April 2022	31 December 2024

<b>Consent and Moderation Requirements (CMR) reference</b>	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.