

Unit Title: Personal Information Management
Software
Unit Level: Level 1
Unit Credit Value: 2
GLH: 15
LASER Unit Code: CAJ021
Ofqual Unit Code: Y/502/4369

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Use a calendar to schedule appointments.	1.1	Create, edit and delete calendar entries.
		1.2	Arrange recurring appointments.
		1.3	Invite others to meetings and monitor attendance.
		1.4	Respond to meeting requests from others.
		1.5	Create reminders for calendar appointments.
		1.6	Organise and display appointments as required.
2.	Use a task list to prioritise activities.	2.1	Create, edit and delete task information.
		2.2	Organise and display tasks, setting targets for completion.
		2.3	Monitor task progress and set reminders.
		2.4	Report on task status and activity.
3.	Use an address book to store, organise and retrieve contact information.	3.1	Create, edit and delete contact information.
		3.2	Organise and display contact information.
		3.3	Set up a distribution list.
		3.4	Describe why it is important to use personal data responsibly and safely.
		3.5	Outline why and how to keep contact information up to date.

Assessment Guidance:

NA

Additional Information:

NA