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| --- | --- | --- | --- |
| **Learner Name:**  |  | **Assessor:**  |  |
| **Centre Name:**  |  | **Internal Verifier (if applicable):**  |  |
| **BCS ID / ULN:**  |  |  |  |
| **Unit Information Summary** |
| **Approximate Guided Learning Hours: 15** | **Unit Number: Y/502/4369** |
| **QCF Credit Value: 2** | **Learning Outcomes (Number): 3** |
| **Examples of Context:*** Keep a personal address book on a mobile phone;
* Beam own business card to another mobile device;
* Send out meeting invitations to colleagues.
 | **Learning Materials Available:**None available for this unit |
| **Suggested Assessment Methods:**All ITQ units may be assessed using any method or combination of methods which clearly demonstrates that the learning outcomes and assessment criteria have been fully met* Scenario
* Coursework
* Portfolio of Evidence – classroom or work-based
* Practical Demonstration
* Assignment
* Task-based Controlled Assessment
* Professional Discussion
* Observation
* Witness Statement
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| **Ofqual Learning Outcome** | **Assessment Criteria** | **Examples of Content***The examples given are indicative of the learning content at each level and are not intended to form a prescriptive list for the purpose of assessment* | **Evidence Location** |
| --- | --- | --- | --- |
| **1 Use a calendar to schedule appointments** | 1.1 | Create, edit and delete calendar entries |  |  |
| 1.2 | Arrange recurring appointments | *Recurring appointments: Daily, weekly, monthly, yearly* |  |
| 1.3 | Invite others to meetings and monitor attendance | *Invite to meetings: Check personal availability* |  |
| 1.4 | Respond to meeting requests from others |  |  |
| 1.5 | Create reminders for calendar appointments |  |  |
| 1.6 | Organise and display appointments as required | *Display appointments: On screen, for print; display style (month, week, day)* |  |
| **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 | *Organise tasks: By category, status, target date; respond to task requests* |  |
| 2.3 | Monitor task progress and set reminders | *Task progress: Percentage completion; filters* |  |
| 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 | *Organise contacts: By name; customise display; selected fields; filters* |  |
| 3.3 | Set up a distribution list |  |  |
| 3.4 | Describe why it is important to use personal data responsibly and safely | *Responsible use: Password protection, Respect confidentiality; public profiles; trust, data protection* |  |
| 3.5 | Outline why and how to keep contact information up to date |  |  |

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| **Assessment Report** |
| **Assessor feedback / comments** (continue on additional sheet / assessment report if necessary) |
| **Internal Verifier actions / comments / feedback**  |
| **Assessor signature:**  |  | **Assessment date:** |  | **Reason for IV:****New Assessor** [ ] **Random Sample** [ ] **New Unit/Qualification**  [ ] **Other**  [ ]  |
| **IV signature:** |  | **IV date:** |  |