|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 | | |

| **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:** |  |