|  |  |  |  |
| --- | --- | --- | --- |
| **Learner Name:**  |  | **Assessor:**  |  |
| **Centre Name:**  |  | **Internal Verifier (if applicable):**  |  |
| **BCS ID / ULN:**  |  |  |  |
| **Unit Information Summary** |
| **Approximate Guided Learning Hours: 15** | **Unit Number: L/502/4370** |
| **QCF Credit Value: 2** | **Learning Outcomes (Number): 3** |
| **Examples of Context:*** Make one shared calendar for each sports team or club, and a separate calendar for private events;
* Allow various levels of permissions for other users of personal calendars and tasks.
 | **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 calendars to schedule appointments and meetings** | 1.1 | Create, edit and delete multiple calendar entries |  |  |
| 1.2 | Arrange recurring appointments |  |  |
| 1.3 | Invite others to meetings and monitor attendance | *Invite to meetings: Check availability, notify participants; propose alternative times; display other users’ calendars; identify conflicts and free time* |  |
| 1.4 | Respond to meeting requests from others |  |  |
| 1.5 | Create reminders for calendar appointments and events | *Create reminders: Set alarms; send reminders to mobile devices and message services; RSS feeds* |  |
| 1.6 | Locate, organise and display appointments and events as required | *Display appointments: On screen, for print; display style; filters, views, by category; customise calendar settings; multiple calendars; search and retrieve; public calendars* |  |
| 1.7 | Import and export calendar data | *Import and export: iCalendar, vCalendar; link tasks to calendar; synchronise calendar with mobile device* |  |
| 1.8 | Describe how to share calendars with other users | *Share calendars: Multiple calendars, user permission levels, open source and online calendars; subscribe to other calendars. Organise notes: By category, colour, date* |  |
| **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; assign and respond to task requests; filters* |  |
| 2.3 | Monitor task progress and set reminders | *Task progress: Percentage completion; postpone task* |  |
| 2.4 | Report on task status and activity |  |  |
| 2.5 | Use software features to work collaboratively on tasks with other users | *Work collaboratively: Multiple tasks, user permission levels; composite tasks* |  |
| **3 Use an address book to store, organise and retrieve contact information** | 3.1 | Create, update and delete contact information | *Update contacts: Multiple entries for single person; automatic updates; assign category* |  |
| 3.2 | Locate, organise and display contact information efficiently | *Organise contacts: By category, name, company; customise display, selected fields; filters; multiple contacts* |  |
| 3.3 | Create additional contact lists to separate work and leisure contacts |  |  |
| 3.4 | Select and export contact details for use in other applications | *Select and export contacts: Selected fields; selected contacts; for transfer to mobile device, merge with other software* |  |
| 3.5 | Create and modify a distribution list |  |  |
| 3.6 | Share contact information with others responsibly | *Share contact information: Beam between mobile devices, vcard* |  |
| 3.7 | Explain why it is important to use personal data responsibly and safely | *Responsible use: Password protection, Respect confidentially; public profiles; trust, data protection* |  |
| 3.8 | Describe why and how to keep contact information up to date |  |  |

|  |
| --- |
| **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:** |  |