Unit Title: Personal Information Management Software	
Level:	Entry Three
Credit Value:	1
GLH:	10
OCNLR Unit Code:	CX0/E3/LQ/002
Ofqual Unit Reference Number:	F/505/6376

This unit has 3 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to use a calendar to schedule appointments.	1.1. Create, edit and delete calendar entries. 1.2. Follow instructions to organise and display appointments.
2. Be able to 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.
3. Be able to 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. State why it is important to use personal data responsibly and safely. 3.4. Identify how to keep contact information up to date.

Assessment

The grid below gives details of the assessment activities to be used with the unit attached.
Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed   This assessment method *must* be used to assess all or part of the unit.

O = Optional   This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	O
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	P
Report		Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description		Production of artefact	