

ESKIPIM1 (SQA Unit Code - F9AC 04)

Personal information management software



Overview

This is the ability to use software designed for the purpose of managing and organising contacts, appointments, tasks and notes. Software may also be termed Personal Planning software

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Performance criteria

You must be able to:

Use a calendar to schedule appointments

- P1. Create, edit and delete calendar entries
- P2. Arrange [recurring appointments](#)
- P3. [Invite others to meetings](#) and monitor attendance
- P4. Respond to meeting requests from others
- P5. Create reminders for calendar appointments
- P6. Organise and [display appointments](#) as required

You must be able to:

Use a task list to prioritise activities

- P7. Create, edit and delete task information
- P8. [Organise and display tasks](#), setting targets for completion
- P9. Monitor task progress and set reminders
- P10. Report on task status and activity

Use an address book to store, organise and retrieve contact information

You must be able to:

- P11. Create, edit and delete contact information
- P12. [Organise and display contact](#) information
- P13. Set up a distribution list

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Knowledge and understanding

You need to know and understand:

Use an address book to store, organise and retrieve contact information

- K1. Describe why it is important use personal data **responsibly** and safely
- K2. Outline why and how to keep contact information up to date

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Additional Information

Scope/range

The foundation user can use a range of basic personal information management tools and techniques to organise and plan their own time and tasks.

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

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

Use a calendar to schedule appointments

Recurring appointments: Daily, weekly, monthly, yearly

Invite to meetings: Check personal availability

Display appointments: On screen, for print; display style (month, week, day)

Use a task list to prioritise activities

Organise tasks: By category, status, target date; assign and respond to task requests

Task progress: Percentage completion; filters

Use an address book to store, organise and retrieve contact information

Organise contacts: By name; customise display; *selected fields; filters*

Responsible use: Password protection, Respect confidentiality; public profiles; trust, data protection

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Developed by e-skills UK

Version number Version 4

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Validity Current

Status Original

Originating organisation e-skills UK SSC

Original URN ESKIPIM1

Relevant occupations Application Support; ICT for users; Information and Communication Technology

Suite IT Users 6.2

Key words IT User, ICT, Information Technology, ITQ, Productivity
