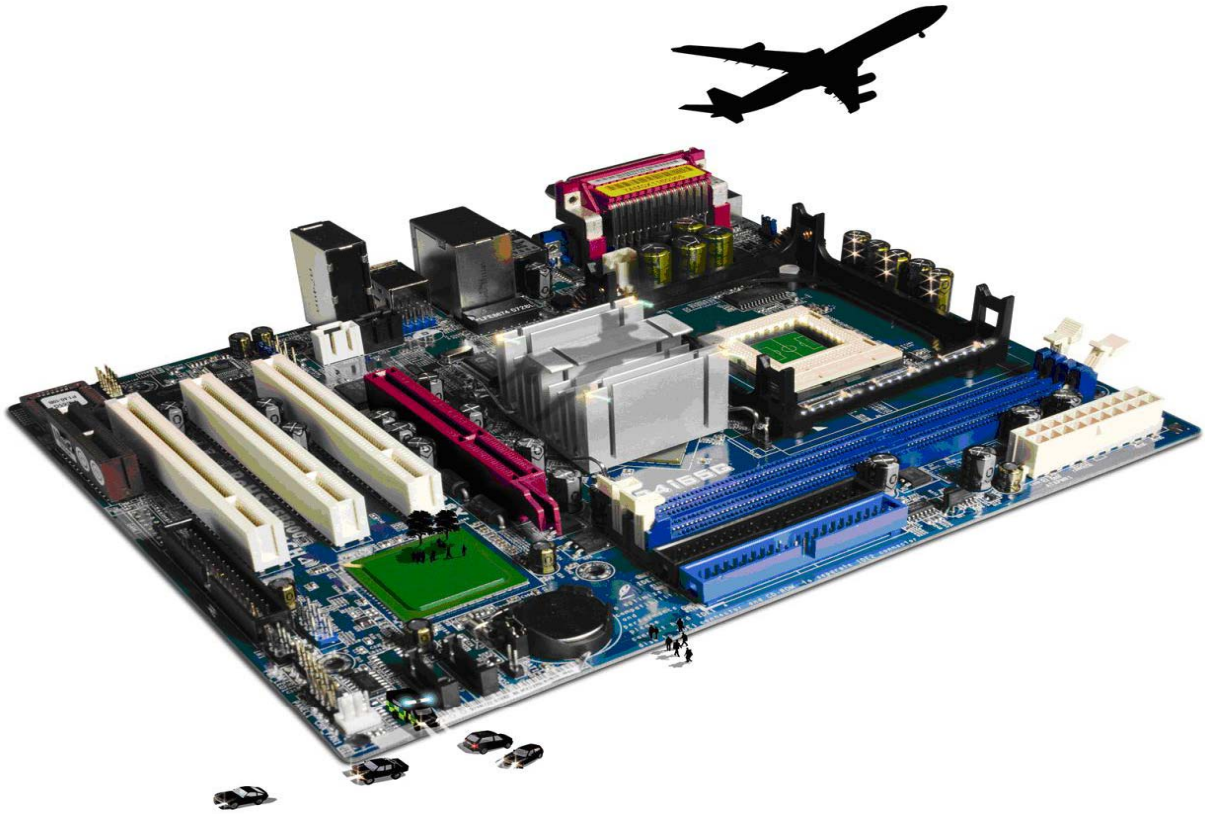
Level 1 Personal information management software (PIM 7574-111)

www.cityandguilds.com
June 2010
Version 1.0

ITQ (QCF)
Assignment guide for Candidates
Assignment A



About City & Guilds
City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

City & Guilds Group
The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management) which provides management qualifications, learning materials and membership services, NPTC which offers land-based qualifications and membership services, and HAB (the Hospitality Awarding Body). City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

Equal opportunities
City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement is available on the City & Guilds website.

Copyright
The content of this document is, unless otherwise indicated, © City & Guilds Limited and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and learners studying for City & Guilds qualifications may photocopy this document free of charge and/or include a locked PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching learners working towards a City & Guilds qualification, or for internal administration purposes
- learners may copy the material only for their own use when working towards a City & Guilds qualification

The *Standard Copying Conditions* on the City & Guilds website also apply.

Please note: National Occupational Standards are not © City & Guilds Limited. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Publications
City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)844 543 0000 (Centres) **www.cityandguilds.com**
T +44 (0)844 543 0033 (Learners) **learnersupport@cityandguilds.com**

Contents

Unit 11 – Personal information management software

Assignment A

Introduction – Information for Candidates	2
Candidate instructions	3

Level 1 Personal information management software (PIM 7574-111) Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Personal information management software (PIM 7574-111).

Health and safety

You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.

Time allowance

The recommended time allowance for this assignment is **one and a half hours**.

Level 1 Personal information management software (PIM 7574-111) Candidate instructions

Time allowance: One and a half hours

The assignment:

This assignment is made up of **three** tasks

- Task A - Use a calendar to schedule appointments
- Task B - Use a task list to prioritise activities
- Task C - Use an address book to store, organise and retrieve contact information

Scenario

You are a trainee photographer and you work for a medium sized Photography Studio. You are responsible for maintaining all aspects of the studio's electronic diary system. Your duties include entering and amending all appointments, scheduling and updating tasks and keeping the address book up-to-date.

Read all of the instructions carefully and complete the tasks in the order given.

Task A – Use a calendar to schedule appointments

1 Open the Personal Information Management software from your chosen device.

2 Enter a 1 hour appointment for **Sue Green** to have her baby photographed in the studio at **14:30 (GMT)** for the **first Wednesday of next month**.

3 **Sandra Brown** is unable to attend the appointment she has booked for **09:30 (GMT)** on the **20th of next month** for a family portrait of her three grandchildren. Amend this appointment to the **22nd of next month** at **10:30 (GMT)**. All other details remain unchanged.

4 **Steve Grey** is unable to attend his appointment to have his passport photo taken on the **5th of next month**. Delete this entry from the calendar.

5 Set a **re-occurring** 30 minute appointment for **16:30 (GMT)** on the **fourth Friday of every month** for the next **six months** to meet the Sales Representative **Fiona Ham** in the Boardroom to discuss photographic supplies requirements. Start the appointment to include this month.

Continued over...

6 Schedule a 2 hour **Photo review meeting** for **Clare Cox**, **Joe Spear**, **Simon Court** and **Sheila Topps** for the **17th of next month at 10:30 (GMT)** to be held in Room 2.

7 On the **Answers** document, provided by your assessor, enter the number of confirmed attendees.

8 Confirm that **you** are able to attend the **Sales Meeting** with **Karen Carter** on the **26th of next month in the Boardroom**.

9 Set a **reminder** for **every Friday at 12:30 (GMT)** for the banking to be carried out at **13:00 (GMT)** for **the next 52 weeks**.

10 Display appointments for **next month**. Take a screen print of this and paste it into your **Answers** document.

Note: if you are using a mobile device then show it to your tutor as you may not be able to take a screen print.

Task B – Use a task list to prioritise activities

1 Open the task list/calendar and create the following (using mm/20yy for next month and this year).

Task	Target date for completion
Order buffet for meeting	13/mm/20yy
Check stock levels	20/mm/20yy
Prepare photographic supplies order	01/mm/20yy

2 **Mrs Banks** has collected her photos delete this task.

3 **Order** the task list by **completion/due date** (ascending).

4 Set the **status** for the tasks as follows:

Task	Status
Order buffet for meeting	Waiting on someone else
Check stock levels	In progress
Prepare photographic supplies order	Not started

Note: if the statuses above are not available then you should use the comments box to enter the details.

Continued over...

5 Take a screen print of the task list to show the status of each task and paste it into your **Answers** document.

Note: if you are using a mobile device then show it to your tutor as you may not be able to take a screen print.

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

1 Create an address book/contact entries for the following new clients:

First name	Surname	Company	E-mail	Telephone no:
Val	Smith	Photo Paper Ltd	**val.smith@photopaper.coz**	0194 445566
Nick	Clark	Cameras and co.	**nick.clark@cameras.coz**	017 9558877
Sue	Green		**suegreen99@mymail. coz**	0785577442

2 Delete the contact details for **Tonar UK** as they are no longer a supplier.

3 Change **Sue Blake's** telephone number to **017 123456**.

4 Filter/search your address book/contact list to find all the people called Sue. Take a screen print of the list and paste it into your **Answers** document.

Note: if you are using a mobile device then show it to your tutor as you may not be able to take a screen print.

5 Set up a distribution/contact list for all suppliers.

6 Use your **Answers** document to answer the following.

A. **Describe** why it is important to use personal data responsibly and safely.
B. **Outline** why it is important to keep contact information up-to-date
C. **Outline** how to ensure that contact information is kept up-to-date.

7 Close your open applications and log off.

Continued over...

When you have finished working:

- Sign each document above your name and label all removable storage media with your name.
- Hand all paperwork and removable storage media to your assessor.

If the assignment is taken over more than one period, all paperwork and removable media must be returned to the test supervisor at the end of each sitting.

End of assignment

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com

City & Guilds is a company registered in England and Wales (company number 16513878)