## Bronze 3 Unit 28 - Personal Information Management Software (1 credit)

**BACK TO SCHOOLS ITQ** [1]

Handbook home page [2]

- General guidance for interpreting QCF qualification levels [3]
- Link to assessor's quide to interpreting the criteria for this unit [4]
- Click on the links in the table below for specific guidance on the assessment criteria.

## Entry Level 3, Unit 28 - Personal information management software (1 credit)

1. PIME:1 Use a
calendar to
schedule
appointments

## 2. PIME:2 Use a task list to prioritise activities

# 3. PIME:3 Use an address book to store, organise and retrieve contact information

1.1 Create, edit and
delete calendar entries
[5]

1.2 Organise and display appointments as required [8]

2.2 Organise and display tasks, setting targets for completion [9]

3.2 Organise and display contact information [10]

3.3 Describe why it is important to use personal data responsibly and safely [11]

3.4 Outline why and how to keep contact information up to date [12]

### **Links to ITQ units**

Entry Level	Level 1	Level 2	Level 3
Entry Level 1, Unit R - Registration [14]	<u>Level 1, Unit R -</u> <u>Registration [15]</u>	<u>Level 2, Unit R -</u> <u>Registration [16]</u>	<u>Level 3, Unit R -</u> <u>Registration [17]</u>
Entry Level 1,	Level 1, Unit 1 -	Level 2, Unit 1 -	Level 3, Unit 1 -
Unit 1 - Improving	Improving	Improving	Improving
Productivity Using	Productivity Using	Productivity Using	Productivity Using
IT (1 credit) [18]	IT (3 credits) [19]	IT (4 credits) [20]	IT (5 credits) [21]
Entry Level 1. Unit 2 - Using ICT to Select and Exchange Information (2 credits) [22]	Level 1, Unit 2 -	Level 2, Unit 2 -	Level 3, Unit 2 -
	Website Software	Website Software	Website Software
	(3 credits) [23]	(4 credits) [24]	(5 credits) [25]
Entry Level 1. Unit 3 - Online Basics (2 credits) [26]	Level 1, Unit 3 -	Level 2, Unit 3 -	Level 3, Unit 3 -
	Using	Using	Using
	Collaborative	Collaborative	Collaborative
	Technologies (3	Technologies (4	Technologies (6
	credits) [27]	credits) [28]	credits) [29]
Entry Level 1. Unit 4 - Desktop Publishing Software (2 credits) [30]	Level 1, Unit 4 -	Level 2, Unit 4 -	Level 3, Unit 4 -
	IT Security for	IT Security for	IT Security for
	Users (1 credit)	Users (2 credits)	Users (3 credits)
	[31]	[32]	[33]
Entry Level 1. Unit 5 - Safe Working Practices (2 credits) [34]	Level 1, Unit 5 -	Level 2, Unit 5 -	Level 3, Unit 5 -
	Spreadsheet	Spreadsheet	Spreadsheet
	Software (3	Software (4	Software (6
	credits) [35]	credits) [36]	credits) [37]
Entry Level 1. Unit 6 - Using ICT in the Workplace (2 credits) [38]	Level 1, Unit 6 - Specialist Software (2 credits) [39]	Level 2, Unit 6 - Specialist software (3 credits) [40]	Level 3, Unit 6 - Specialist Software (4 credits) [41]
Entry Level 1, Unit 7 - Imaging software (2 credits) [42]	Level 1, Unit 7 - Word Processing (3 credits) [43]	Level 2, Unit 7 - Word processing (4 credits) [44]	Level 3, Unit 7 - Word Processing Software (6 credits) [45]
Entry Level 1, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [46]	Level 1, Unit 8 - Using the Internet (3 credits) [47]	Level 2, Unit 8 - Using the internet (4 credits) [48]	<u>Level 3, Unit 8 -</u> <u>Using the Internet</u> (5 credits) [49]
Entry Level 1. Unit 9 - Using Word Processing Software (2 credits) [50]	Level 1, Unit 9 -	Level 2, Unit 9 -	Level 3, Unit 9 -
	Drawing and	Drawing and	Drawing and
	planning (2	planning (3	Planning Software
	credits) [51]	credits) [52]	(4 credits) [53]

Entry Level 1. Unit 11 - Audio and Video Software (2 credits) [54]	Level 1, Unit 10 - Presentation Software (3 credits) [55]	Level 2, Unit 10 - Presentation software (4 credits) [56]	Level 3, Unit 10 - Presentation Software (6 credits) [57]
Entry Level 1, Unit 12 - Presentation Software (2 credits) [58]	Level 1, Unit 11 - Database Software (3 credits) [59]	Level 2, Unit 11 - Database software (4 credits) [60]	Level 3, Unit 11 - Database Software (6 credits) [61]
Entry Level 1. Unit 13 - Computer Games Development (2 credits) [62]	Level 1, Unit 12 - Desktop Publishing Software (3 credits) [63]	Level 2, Unit 12 - Desktop Publishing Software (4 credits) [64]	Level 3, Unit 12 - Desktop Publishing Software (5 credits) [65]
Entry Level 1, Unit 14 - Video Communication (2 credits) [66]	Level 1, Unit 13 - Using Email (2 credits) [67]	Level 2, Unit 13 - Using Email (3 credits) [68]	Level 3, Unit 13 - Using Email (3 credits) [69]
Entry Level 1, Unit 29 - Understand social media (2 credits) [70]	Level 1, Unit 14 - Audio Software (2 credits) [71]	Level 2, Unit 14 - Audio Software (3 credits) [72]	Level 3, Unit 14 - Audio Software (4 credits) [73]
Entry Level 2, Unit R - Registration [74]	Level 1, Unit 15 - Imaging Software (3 credits) [75]	Level 2, Unit 15 - Imaging Software (4 credits) [76]	Level 3, Unit 15 - Imaging Software (5 credits) [77]
Entry Level 2, Unit 1 - Improving Productivity Using IT (2 credits) [78]	Level 1, Unit 16 - IT Communication Fundamentals (2 credits) [79]	Level 2, Unit 16 - IT Communication Fundamentals (2 credits) [80]	Level 3, Unit 17 - Video Software (4 credits) [81]
Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [82]	Level 1, Unit 17 - Video Software (2 credits) [83]	Level 2, Unit 17 - Video Software (3 credits) [84]	Level 3, Unit 23 - Multimedia Software (6 credits) [85]
Entry Level 2. Unit 3 - Online Basics (2 credits) [86]	Level 1, Unit 18 - IT Software Fundamentals (3 credits) [87]	Level 2, Unit 18 - IT Software Fundamentals (3 credits) [88]	Level 3, Unit 24 - Additive Manufacture (6 credits) [89]
Entry Level 2, Unit 4 -Desktop Publishing Software (2 credits) [90]	Level 1, Unit 19 - IT User Fundamentals (3 credits) [91]	Level 2, Unit 19 - IT User Fundamentals (3 credits) [92]	Level 3, Unit 27 - Design Software (5 credits) [93]

Unit 5 - Using ICT: Safe Working Practices (1 credit) [94]	Using Mobile IT Devices (2 credits) [95]	Using Mobile IT Devices (2 credits) [96]	Optimise IT System Performance (5 credits) [97]
Entry Level 2. Unit 6 - Using ICT in the Workplace (3 credits) [98]	Level 1, Unit 21 - <u>Data Management</u> <u>Software (2</u> <u>credits)</u> [99]	Level 2, Unit 21 - <u>Data Management</u> <u>Software (3</u> <u>credits)</u> [100]	Level 3, Unit 29 - Set Up an IT System (5 credits) [101]
Entry Level 2. Unit 7 - Imaging software (2 credits) [102]	Level 1, Unit 22- Understanding the social and environmental impact of architecture and construction (3 credits) [103]	Level 2, Unit 22 -Understanding the social and environmental impact of architecture and construction (4 credits) [104]	Level 3, Unit 32 - Computerised Accounting Software (5 credits) [105]
Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [106]	Level 1, Unit 23 - Multimedia Software (3 credits) [107]	Level 2, Unit 23 - Multimedia Software (4 credits) [108]	Level 3, Unit 33 - Application Development Using Project Management Methods (6 credits) [109]
Entry Level 2, Unit 9 - Using Word Processing Software (2 credits) [110]	Level 1, Unit 24 - Additive Manufacture (3 credits) [111]	Level 2, Unit 24 - Additive Manufacture (3 credits) [112]	Level 3, Unit 37 - Internet of Things (6 credits) [113]
Entry Level 2, Unit 10 - ICT for Employment (1 credit) [114]	Level 1, Unit 25 - Developing Computer Games and Puzzles (4 credits) [115]	Level 2, Unit 25 - Developing Computer Games and Puzzles (4 credits) [116]	Level 3, Unit 40 - Cloud Based Services and Applications (5 credits) [117]
Entry Level 2, Unit 11 - Audio and Video Software (2 credits) [118]	Level 1, Unit 26 - Computer Games Development (3 credits) [119]	Level 2, Unit 26 - Computer Games Development (4 credits) [120]	Level 3, Unit 41 - Cloud Based Systems and Security (5 credits) [121]
Entry Level 2, Unit 12 - Presentation Software (2 credits) [122]	Level 1, Unit 27 - Design Software (3 credits) [123]	Level 2, Unit 27 - Design Software (4 credits) [124]	Level 3, Unit 42 - Undertaking a RealWorld Project (5 credits) [125]
Entry Level 2. Unit 14 - Video Communication (2 credits) [126]	Level 1, Unit 28 - Optimise IT System Performance (2 credits) [127]	Level 2, Unit 28 - Optimise IT System Performance (4 credits) [128]	Level 3, Unit 44 - Bespoke Software (4 credits) [129]

Entry Level 2. Unit 16 - Using Collaborative Technologies (2 credits) [130]	Level 1, Unit 29 - Set Up an IT System (3 credits) [131]	Level 2, Unit 29 - Set Up an IT System (4 credits) [132]	Level 3, Unit 57 - Networking Fundamentals (5 credits) [133]
Entry Level 2. Unit 26 - Computer Games Development (2 credits) [134]	Level 1, Unit 30 - CAD (3 credits) [135]	Level 2, Unit 30 - CAD (3 credits) [136]	Level 3, Unit 60 - Cisco CCNA 1 - Introduction to Networks (6 credits) [137]
Entry Level 2. Unit 29 - Understand social media (2 credits) [138]	Level 1, Unit 31 - Internet Safety for IT users (3 credits) [139]	Level 2, Unit 32 - Computerised Accounting Software (3 credits) [140]	Level 3, Unit 61 - Cisco CCNA 2 - Routing and Switching (6 credits) [141]
Entry Level 2, Unit 32 - Website Software (2 credits) [142]	Level 1, Unit 32 - Computerised Accounting Software (2 credits) [143]	Level 2, Unit 33 - Application Development Using Project Management Methods (4 credits) [144]	Level 3, Unit 62 - Cisco CCNA 3 - Scaling Networks (6 credits) [145]
Entry Level 2, Unit 36 - Specialist Software (2 credits) [146]	Level 1, Unit 36 - Financial Modelling (3 credits) [147]	Level 2, Unit 34 - Developing skills for project management (4 credits) [148]	Level 3, Unit 63 - Cisco CCNA 4 - Connecting Networks (6 credits) [149]
Entry Level 3, Unit R - Registration [150]	Level 1, Unit 38 - Animation Software (3 credits) [151]	Level 2, Unit 35 - Using Project Management Software (4 credits) [152]	Level 3, Unit 64 - Cisco - CCNA Security (6 credits) [153]
Entry Level 3. Unit 1 - Improving Productivity Using IT (3 credits) [154]	Level 1, Unit 39 - Digital Art (3 credits) [155]	Level 2, Unit 38 - Animation Software (4 credits) [156]	Level 3, Unit 65 - Cisco - CyberSecurity Essentials (6 credits) [157]
Entry Level 3. Unit 2 - Online Basics (1 credit) [158]	Level 1, Unit 43 - E-safety for learners (2 credits) [159]	Level 2, Unit 39 - Digital Art (4 credits) [160]	Level 3, Unit 66 - Cisco - IT Essentials (6 credits) [161]
Entry Level 3. Unit 3 - Desktop Publishing Software (2 credits) [162]	Level 1, Unit 50 - Developing skills for remote working (3 credits) [163]	Level 2, Unit 43 - E-safety for learners (3 credits) [164]	Level 3, Unit 67 - Cisco - Networking Essentials (6 credits) [165]
Entry Level 3. Unit 4 - Displaying	<u>Level 1, Unit 51 -</u> <u>Effectiveness</u>	<u>Level 2, Unit 50 -</u> <u>Developing skills</u>	

Information Using ICT (3 credits) [166]	communication using remote systems (4 credits) [167]	for remote working (3 credits) [168]
Entry Level 3. Unit 5 - Using ICT to Find Information (3 credits) [169]	Level 1. Unit 102 - Digital Editing and Publishing (4 credits) [170]	Level 2, Unit 51 - Effectiveness communication using remote systems (4 credits) [171]
Entry Level 3, Unit 6 - Communicating Information Using ICT (3 credits) [172]	Level 1, Unit 103 - Digital Modelling (4 credits) [173]	DELLevel 2, Unit 70 - Understanding of Cyber Security and Online Threats (3 credits) [174]
Entry Level 3. Unit 7 - Producing Charts Using ICT (3 credits) [175]	Level 1, Unit 105 - Digital Design and Graphics (4 credits) [176]	DELLevel 2, Unit 71 - Analysing and Evaluating Cyber Threats (3 credits) [177]
Entry Level 3, Unit 8 - IT Security for users (1 credit) [178]		DELLevel 2, Unit 72 - Applying and Deploying Security Tools and Best Practice (3 credits) [179]
Entry Level 3. Unit 10 - Presentation software (2 credits) [180]		DELLevel 2, Unit 73 - Extended Project: Securing and Defending Online Systems (6 credits) [181]
Entry Level 3, Unit 14 - Audio and Video Software (2 credits) [182]		Level 2, Unit 80 - Digital Tools and Best Practice for Project Management (5 credits) [183]
Entry Level 3, Unit 15 - Imaging Software (2 credits) [184]		Level 2, Unit 81 - Digital Safety and Security Policies and Procedures (4 credits) [185]
Entry Level 3, Unit 16 - Using Collaborative Technologies (3		Level 2, Unit 82 - Digital Editing and Publishing (3 credits) [187]

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<u>credits</u>) [186]

Entry Level 3.
Unit 20 Introduction to
Using mobile IT
devices (2 credits)
[188]

Level 2, Unit 83 -Digital Design and Graphics (3 credits) [189]

Entry Level 3, Unit 23 -Multimedia Software (2 credits) [190] Level 2, Unit 84 - Digital Modelling and Data Management (3 credits) [191]

Entry Level 3, Unit 25 -Developing Computer Games and Puzzles (3 credits) [192] Level 2, Unit 85 -Virtual Reality and the Development Life Cycle (4 credits) [193]

Entry Level 3, Unit 26 -Computer Games Development (3 credits) [194]

Entry Level 3, Unit 28 - Personal information management software (1 credit) [195]

Entry Level 3, Unit 32 - Website Software (2 credits) [196]

Entry Level 3. Unit 36 - Specialist Software (2 credits) [146]

There are further optional shared units from other Awarding Organisations that we can use. Please contact us if you want to use any of these so we can explain any additional needs or answer any of your questions. Link to additional Entry 3 units

Source URL: https://theingots.org/community/siel3u28

#### Links

- [1] https://theingots.org/community/ITQ unit development
- [2] https://theingots.org/community/handbook2
- [3] https://theingots.org/community/QCF levels
- [4] https://theingots.org/community/SIEL3U28X
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