



Australian Government

Department of Education, Employment and Workplace Relations

ICAU1215B Use personal productivity tool

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit defines the competency required to use the features and components of a personal productivity tool including personal digital assistants or computerised personal organisers. There may be benefit in concurrent learning of the following unit: • ICAU1128B Operate a personal computer The following unit is linked and forms an appropriate cluster: • ICAU1128B Operate a personal computer No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Use calendar features	1.1. Navigate within the calendar of the personal productivity tool and schedule events and appointments 1.2. Set a reminder and if necessary, customise the reminder 1.3. Customise the calendar views and, where necessary, menus and toolbars , and work within different views 1.4. Delete events and appointments 1.5. Customise the calendar's print options and print the calendar according to format requirements
2. Use contact management	2.1. Create, edit and delete contacts as required, recording all relevant information in the correct fields 2.2. Use contact information for email purposes in accordance with organisational policies in relation to privacy 2.3. Group contacts into categories that are consistent and meaningful
3. Use additional features	3.1. Link activities and contacts when required 3.2. Use expense sheets, search facilities, notes and email when appropriate 3.3. Integrate the above features with other applications or the calendar and contacts list

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
• Basic data entry skills • Basic analysis in relation to a limited range of routine areas • Low-level decision making in relation to a limited range of routine areas • Problem solving skills in known areas during normal routine • Reading and writing at a level where basic workplace documents are understood • Clear and precise communication

REQUIRED SKILLS AND KNOWLEDGE

- Interpretation of user manuals

Required knowledge

- Organisational guidelines on internet and email usage, web etiquette
- Knowledge of calendar and scheduling tools

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- Assessment must confirm the ability to use the components and features of a particular personal productivity tool.

To demonstrate competency in this unit the person will require access to:

- Personal computer or personal digital assistant (PDA)
- Organising software

Context of and specific resources for assessment

Personal productivity tools facilitate communication and personal time management. Email applications, calendars and appointment books are examples of personal productivity tools that facilitate time management.

The breadth, depth and complexity of knowledge and skills in this competency would prepare a person to perform a defined range of activities many of which may be routine and predictable.

Assessment must ensure:

- Applications may include a variety of employment related skills including preparatory access and participation skills, broad-based induction skills and/or specific workplace skills. They may also include participation in a team or work group.

Method of assessment

The purpose of this unit is to define the standard of performance to be achieved in the workplace. In undertaking training and assessment activities related to this unit, consideration should be given to the implementation of appropriate diversity and accessibility practices in order to accommodate people who may have special needs. Additional guidance on these and related matters is provided in ICA05 Section 1.

EVIDENCE GUIDE

	- Competency in this unit should be assessed using summative assessment to ensure consistency of performance in a range of contexts. This unit can be assessed either in the workplace or in a simulated environment. However, simulated activities must closely reflect the workplace to enable full demonstration of competency. - Assessment will usually include observation of real or simulated work processes and procedures and/or performance in a project context as well as questioning on underpinning knowledge and skills. The questioning of team members, supervisors, subordinates, peers and clients where appropriate may provide valuable input to the assessment process. The interdependence of units for assessment purposes may vary with the particular project or scenario.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: - ICAU1128B Operate a personal computer An individual demonstrating this competency would be able to: - Demonstrate knowledge by recall in a narrow range of areas - Demonstrate basic practical skills, such as the use of relevant tools - Perform a sequence of routine tasks given clear direction - Receive and pass on messages and information - Maintain knowledge of industry products and services

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Events and appointments</i> may include but are not limited to:	• meetings • visits • jobs
<i>Views</i> may include for a calendar:	• day to a page • week to a page • month to a page • year to a page
<i>Toolbars</i> may contain:	• buttons • menus • a combination of both
<i>Print options</i> may include:	• layout • paper size • number of copies • orientation
<i>Contact information</i> may include but is not limited to:	• name • email address • nickname • phone number • address
<i>Personal productivity tool</i> may include:	• Palm Pilots • WorkPad PC Companion • Casio Cassiopeia • Compaq Companion Web Site • HP Jornada 720 • iPAQ H3650 Color Pocket PC • hand-held PCs running Microsoft Windows CE operating system • Psions and their relatives • PDA are rapidly evolving and therefore this group of variables are only indicative

Unit Sector(s)

Unit sector	Use
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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