



Australian Government

ICTICT107 Use personal productivity tools

Release: 1

ICTICT107 Use personal productivity tools

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to use the features and components of a range of personal productivity tools.

It applies to individuals who perform routine tasks in the workplace and use a range of current technology based personal productivity tools, under direct supervision or with limited responsibility.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

General ICT

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
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 customise the reminder 1.3 Customise the calendar views, 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 information in the appropriate fields

ELEMENT	PERFORMANCE CRITERIA
	2.2 Use contact information for email purposes according to organisational policies related 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

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.4, 2.1, 2.2	- Interprets and comprehends a large range of signs, symbols, pictures, text, numbers and letters necessary to operate a range of personal productivity tools - Interprets instructions containing basic words and sentence structures
Writing	1.1, 1.2, 2.1, 2.2, 3.2	Enters written information using simple sentence structure, correct terminology, and writing conventions suitable for personal productivity tools
Numeracy	1.1, 1.2, 3.2	Counts, adds, subtracts, multiplies and divides whole numbers and fractions and decimals to schedule appointments and use expense sheets
Get the work done	1.1-1.5, 2.1-2.3, 3.1-3.3	- Follows routine procedures for using digital technology to enter, store and retrieve information directly relevant to role - Understands the purpose and specific functions of common digital tools used in work contexts - Plans routine tasks with familiar goals and outcomes, taking limited responsibility for decisions regarding sequencing and timing

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTICT107 Use personal productivity tools	ICAICT107A Use personal productivity tools	Updated to meet Standards for Training Packages. Minor edits to clarify intent of performance criteria.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>

Assessment Requirements for ICTICT107 Use personal productivity tools

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Performance Evidence

Evidence of the ability to:

- use the calendar of the personal productivity tool to schedule events and appointments
- create, edit and delete contacts
- use the additional features of a particular personal productivity tool and software.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline organisational policies regarding:
 - email list
 - internet connection and usage policy
 - web etiquette
 - calendar and scheduling tools.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the general information and communications technology (ICT) industry and include access to:

- a personal productivity device
- organising software currently used in industry
- organisational policies on internet usage.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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