

**Roadmap of alignment matrix of unit standard 116935**

Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application. **Please note:** The page numbers correspond to the learner study guide and portfolio of evidence. Only the first page number is given.

**Assessment methods**

Formative: Individual and small group verbal and written exercises; questioning and answering sessions; learner to discuss and explain aspects of spreadsheets included in this programme; skills practices; demonstrations; examples; foundational and practical  
Summative: Individual written exercises; job-related assignments; skills practices and job applications; reflexive

<b>Alignment matrix 116935 - Details of specific outcome and assessment criteria</b>	<b>Page in learner study guide</b>	<b>Formative assessment</b>	<b>Summative assessment</b>
SPECIFIC OUTCOME 1 - Explain legal, ethical and organisational issues in relation to the use of Email.	As per table of contents		
1. The implications of legislation on the use of email in an organisation are explained in terms of transmission of information via the Internet. RANGE - The implications of current legislation on the use of information from the internet need to be included in explanations with reference to national and international practice. At least two laws need to be included.			
2. Implications to an organisation of providing Email facilities to individuals in the workplace are explained, in terms of security, and virus protection.			
3. Security considerations of using the Internet for transmitting messages are described in terms of both security and its implications to the immediate environment. RANGE - At least 2 of: Digital Certificate, Encryption, Viruses, Spam Filter, unsolicited mail.			
SPECIFIC OUTCOME 2 - Manage Email messages.			
1. Default mail folders are identified and explained in terms of their purpose. RANGE - Inbox (messages received), outbox (messaging to be sent), sent messages (messages that have been sent), deleted messages, drafts (messages created but not sent).			
2. New mail folders are created in order to organize messages in an email application. RANGE - Minimum of two new mail folders.			
3. Email messages are manipulated between mail folders. RANGE - Moved, Copied.			

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4. Email messages are sorted within a mail folder. RANGE - By date, by sender, by subject; ascending and descending.			
5. The priority of an outgoing message is changed within an email application, in order to allow urgent message to be sent first.			
<b>SPECIFIC OUTCOME 3 - Use the address book facilities of an electronic mail application.</b>			
1. Address books are identified and explained in terms of their purpose and use. RANGE - At least two of: global address book, personal address book, special address books.			
2. An address is added to and removed from a personal address book. RANGE - At least one of: Copied from another address book, added manually, added from an Email message.			
<b>Unit standard essential embedded knowledge</b>	-----	-----	-----
• Performance of all elements is to be carried out in accordance with organisation standards and procedures, unless otherwise stated. Organisation standards and procedures may cover: quality assurance, documentation, security, communication, health and safety, and personal behaviour. An example of the standards expected is the standards found in ISO 9000 Certified Organisations.			
• Performance of all elements complies with the laws of the country operating in, especially with regard to copyright, privacy, health and safety, and consumer rights.			
• All activities must comply with any policies, procedures and requirements of the organisations involved, the ethical codes of relevant professional bodies and any relevant legislative and/ or regulatory requirements.			
• Performance of all elements is to be completed within the normal range of time and cost that would be expected in a professional environment (e.g. In a commercial or government organisation).			
<b>Critical Cross-field Outcomes (CCFO):</b>	-----	-----	-----
IDENTIFYING - Identify and solve problems in which responses display that decisions using critical and creative thinking have been made by understanding the uses and benefits of using an Email application.			
ORGANISING - Organise and manage oneself and one`s activities responsibly and effectively by organizing email messages into relevant folders within an Email application.			

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COLLECTING - Collect, analyse, organise, and critically evaluate information by receiving, analyzing, organizing and critically evaluating email messages sent and received.			
COMMUNICATING - Communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion when engaging with the subject by creating and responding to Emails relevant to a specific topic.			
SCIENCE - Use science and technology effectively and critically, showing responsibility towards the environment and health of others by using an Email application to communicate to others in various places in a wide spread area.			

### Breakdown of notional hours

Learning unit	Contact session 30%		Experiential learning and assessments 70%			Total
	Theory	Practical	Job-related exercises	Assessment preparation	Assessments	
Learning unit	Hours	Hours	Hours	Hours	Hours	Hours
1	2	2	3	1	2	10
2	2	2	3	1	2	10
<b>Totals</b>	<b>4</b>	<b>4</b>	<b>6</b>	<b>2</b>	<b>4</b>	<b>20</b>