

## Handling Diary Systems

Level: 2  
 Credits: 3  
 Learning Time: 30

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1 Understand the different types of diary systems	1.1 Identify attributes of different diary systems 1.3 Identify advantages and disadvantages of different diary systems 1.2 Identify issues of accessibility and confidentiality of different diary systems
2 Understand how to set up new diary entries	2.1 Establish the purpose, date, time, attendees and location of a meeting/event 2.2 Liaise with attendees as appropriate 2.3 Make diary entries accurately and clearly 2.4 Confirm final details of meeting/event to attendees
3 Understand how to handle requests from others for new diary entries	3.1 Establish amount of time required, location and purpose of meeting 3.2 Check current diary commitments 3.3 Make diary entries accurately and clearly 3.4 Confirm suitability of proposed entry to originator of request

4 Be able to deal with proposed changes to existing diary entries	4.1 Record agreed changes in diary and delete previous entries 4.2 Communicate agreed changes to those affected
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## Unit aim

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This unit aims to equip the candidate with the ability to select, set up and effectively run a diary system.

