

**Course outline: 132 Computer Basics D101A (Elective option A)**  
**UEENEED101A - Use computer applications relevant to a workplace**

<b>Qualification:</b>	Certificate III in Electrotechnology Electrician - UEE30811
<b>Applicable to:</b>	Learners, industry/employers, governments, community and Global Energy Training Solutions as the provider
<b>Unit of competency:</b>	Accessible from: <a href="http://training.gov.au/Training/Details/UEENEED101A">http://training.gov.au/Training/Details/UEENEED101A</a>
<b>Related policies:</b>	<p>Policy &amp; Procedure 1 – Enrolment Policy</p> <p>Policy &amp; Procedure 2 – Credit Transfer &amp; Recognition of Prior Learning</p> <p>Policy &amp; Procedure 3 – Learner Support</p> <p>Policy &amp; Procedure 4 – Assessment</p> <p>Policy &amp; Procedure 5 – Academic Misconduct</p> <p>Policy &amp; Procedure 6 – Alcohol &amp; Other Drugs</p> <p>Policy &amp; Procedure 7 – Access, Equity &amp; Diversity</p> <p>Policy &amp; Procedure 8 – Vulnerable People</p> <p>Policy &amp; Procedure 9 – Work, Health &amp; Safety</p> <p>Policy &amp; Procedure 10 – Incident, Injury &amp; Rehabilitation</p> <p>Policy &amp; Procedure 11 – Competency, &amp; Qualification Assessment Decisions</p> <p>Policy &amp; Procedure 12 – Complaints &amp; Appeals</p> <p>Policy &amp; Procedure 13 – Privacy</p> <p>Policy &amp; Procedure 14 – Fees</p> <p>Policy &amp; Procedure 15 – Industry &amp; Employer Engagement</p> <p>Policy &amp; Procedure 16 – Trainers &amp; Assessors</p> <p>Policy &amp; Procedure 17 – Administration &amp; Other Staff</p> <p>Policy &amp; Procedure 18 – Quality Assurance</p> <p>Policy &amp; Procedure 19 – Business &amp; Financial Risk Management</p> <p>Policy &amp; Procedure 20 – Changes to Qualifications or Business</p> <p>Policy &amp; Procedure 21 – Conflict of Interest</p> <p>Policy &amp; Procedure 22 – Records Management</p> <p>Policy &amp; Procedure 23 – Marketing &amp; Advertising</p>
<b>Monitor and review:</b>	Policy & Procedure 18 – Quality Assurance
<b>Responsibility:</b>	Ben Murphy – as Proprietor
<b>Questions/queries:</b>	Feedback and suggestions welcomed: <a href="mailto:office@gets.com.au">office@gets.com.au</a> (+61) 02 6262 0077

131\_Drawings\_E107A\_Course outline\_V2

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### 1. Material requirements

- AS/NZS 3000:2007 incorporating amendment 1 and 2
- Scientific calculator, ruler, pens and pencils
- Note book
- Hand tools
- Covered footwear
- Internet access (provided)

### 2. Session summary

Day 1		
Required Skills and Knowledge	T1	Starting up
	T2	Selecting application
	T3	Entering information
	T4	Saving
	T5	Printing

### 3. Elements and Performance Criteria

Elements and Performance Criteria require practice and demonstration in the work place.

Element	Performance Criteria	Work Performance
1:Prepare to use computer applications	1.1	OHS procedures for a given work area are identified, obtained and understood through established routines and procedures.
	1.2	Established OHS risk control measures and procedures in relation to computer and keyboard use are followed.
	1.3	Information required for the use of the application is obtained from appropriate sources.
	1.4	Computer is started up and desktop icons are manipulated to access desired application, directories and files.
	1.5	On-screen instructions in relation to any anomaly such as a virus warning are followed.
		<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
		<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
		<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
		<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
		<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed

	1.6	Help directory is used to resolve any straightforward start up or access issues or anomalies.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
2:Use computer basic application	2.1	Established OHS risk control measures and procedures for carrying out the work are followed.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	2.2	Information is added, altered or deleted as needed in accordance with application user instructions.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	2.3	Routine checks are made to ensure accuracy of information in accordance with quality requirements.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
3:Output information from an application	3.1	Completed files are stored appropriately in accordance with enterprise requirements.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	3.2	Files are printed for a formal record and/or to forward to others.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	3.3	Files are sent via email in a readable format.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
4:Shut down a computer	4.1	Files are named, arranged, saved and backed up in accordance with enterprise requirements.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	4.2	Computer shutdown procedures are followed and computer switched off.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed

#### 4. Assessments

Assessment	When	Satisfactory mark/outcome
Theory assessment 1	Day 1	70%
Practical assessment 1	Day 1	100%
Workplace Observation	After theory and practical assessments	Must be valid, sufficient, authentic and current
Employer Competency report		
Structured workplace experience interview		
Note: Once all theory, practical and on-site assessments are complete, competency assessment decisions can be made in conjunction with the learner, employer and registered training organisation.		

#### 5. Version control

Version	Date of release	Author	Authorised by	Position	Rational for change
V1	5/10/2015	Ben Murphy	Ben Murphy	Proprietor	Initial release
V2	7/2/2017	Ben Murphy	Ben Murphy	Proprietor	Added Elements and Performance Criteria