

Application for RPL for FNSICGEN302B Use technology in the workplace

YOUR DETAILS

STUDENT NAME:	
ENROLMENT NUMBER (ACCOUNT ID)	

Complete the following table and attach the evidence.

ELEMENTS OF COMPETENCY

ELEMENT	PERFORMANCE CRITERIA	EVIDENCE OF COMPETENCY	EVIDENCE SUFFICIENT <i>(Office use only)</i>
1. CLARIFY THE FUNCTION THAT THE EQUIPMENT FULFILS	1.1 Computing equipment, associated devices and other equipment used in the workplace are identified		
	1.2 Functions of the computer equipment, associated devices and other equipment and the outcomes they are used to achieve are determined		
ACCESS AND ENTER INFORMATION FROM/INTO THE COMPUTER	2.1 Organisational procedures for accessing computer based equipment are followed		
	2.2 The computer system is navigated to find the required program/file		
	2.3 Appropriate software, including custom built software, is selected		

	2.4 The program/file is opened and the required data is identified		
	2.5 Data is entered, changed or removed as needed		
	2.6 Files are checked for accuracy		
	2.7 Internet/intranet searching and sending and receiving of emails is undertaken and relevant information or files are saved as required		
3. SAVE FILES/DATA AND PRODUCE COMPUTER REPORTS AS REQUIRED	3.1 Files/data are saved following standard procedures prior to exiting the computer equipment		
	3.2 Reports and document are produced		
	3.3 Data and documents are appropriately stored as		

	required		
	3.4 Procedures for shutting down computers are followed		
	3.5 Equipment and data is secured as required by the organisation's policies and procedures and/or as required by legislation or regulations and codes of conduct		
4. USE MANUALS AND ONLINE HELP TO SOLVE COMPUTING PROBLEMS	4.1 Manuals, training notes, or company documentation are used to solve problems		
	4.2 Online help is accessed to solve problems		
5. UNDERTAKE ROUTINE MAINTENANCE OF COMPUTERS AND ASSOCIATED DEVICES	5.1 Routine maintenance tasks are carried out according to manufacturer's instructions		
	5.2 Technical assistance is sought as		

	necessary		
6. USE AND MAINTAIN OTHER WORKPLACE EQUIPMENT	6.1 Other equipment is used to achieve workplace outcomes as required		
	6.2 Routine maintenance is carried out or organised in line with manufacturer's instructions		
	6.3 Consumables for office equipment are used and replaced as required		