



Australian Government

BSBADM101 Use business equipment and resources

Release: 1

BSBADM101 Use business equipment and resources

Modification History

| Release | Comments |
|-----------|--|
| Release 1 | This version first released with BSB Business Services Training Package Version 1.0. |

Application

This unit describes the skills and knowledge required to choose equipment and resources to complete a variety of tasks under direct supervision.

It applies to individuals looking to develop the basic skills and knowledge required to use a variety of business equipment.

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

Unit Sector

Administration – General Administration

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 Select equipment or resources | 1.1 Identify and access business equipment or resources required to complete the task under direct instructions 1.2 Estimate quantities and resources correctly to complete the task 1.3 Check equipment for serviceability in accordance with equipment instructions |
| 2 Operate equipment | 2.1 Operate equipment in accordance with manufacturer's specifications and under direct instructions 2.2 Identify equipment faults accurately and take action to ensure equipment is repaired in accordance with manufacturer's specifications 2.3 Report repairs outside area of own responsibility to appropriate |

| ELEMENT | PERFORMANCE CRITERIA |
|-----------------------------------|--|
| | persons |
| 3 Maintain equipment or resources | 3.1 Maintain equipment or resources to support completion of tasks under direct instructions 3.2 Undertake maintenance to ensure equipment meets manufacturer's specifications 3.3 Maintain records concerning equipment or resources under direct instructions 3.4 Store equipment and resources under direct instructions |

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 | 1.3, 2.1, 3.3 | <ul style="list-style-type: none"> Comprehends and follows instructions in familiar texts |
| Writing | 3.3 | <ul style="list-style-type: none"> Records and updates documents according to instructions |
| Oral Communication | 1.1, 2.3, 3.1, 3.4 | <ul style="list-style-type: none"> Comprehends simple instructions Asks clarifying questions and responds to answers |
| Numeracy | 1.2 | <ul style="list-style-type: none"> Uses rounding and other mathematical techniques to estimate quantity requirements |
| Navigate the world of work | 2.3 | <ul style="list-style-type: none"> Follows organisational procedures when tasks are beyond own level of responsibility |
| Get the work done | 1.1, 1.2, 1.3, 2.2, 3.1-3.4 | <ul style="list-style-type: none"> Follows clearly defined instructions provided by others Completes routine tasks taking some limited responsibility for decisions regarding equipment and resource choices, operation and maintenance Responds to routine problems by referring to instructions or standard procedures |

Range of Conditions

Unit Mapping Information

| Code and title current version | Code and title previous version | Comments | Equivalence status |
|--|---|---|--------------------|
| BSBADM101 Use business equipment and resources | BSBADM101A Use business equipment and resources | Updated to meet Standards for Training Packages | Equivalent unit |

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>