Australian Government

Department of Education, Employment and Workplace Relations

AHCBUS301A Use hand held e-business tools

Release: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

AHCBUS301A Use hand held e-business tools

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the use of hand held tools for e-business and defines the standard required to: use relevant technology to support business operations; enter and process data according to technical and business requirements; generate data in the format required by the e-business supply chain.

Application of the Unit

Application of the unit	Using hand held e-business tools is likely to be carried out under routine supervision within enterprise guidelines.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	

AgriFood Skills Australia

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

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1. Prepare hand held e-business tools for use	1.1. E-business tools are selected according to requirements of the task and business practices. 1.2. Relevant start-up procedures are completed in accordance with technical and business requirements. 1.3. Tools are configured with relevant business data as required. 1.4. Connectivity is tested, as required, according to technical and business requirements.
2. Use hand held e-business tools	2.1. E-business tools are used according to technical and business requirements. 2.2. Equipment faults are addressed, as required, according to technical and business requirements. 2.3. Data is checked for accuracy and errors are addressed, as required, according to technical and business requirements.
3. Process business data	3.1. Business data is generated and compiled, as required, with reference to technical and business requirements. 3.2. Business data is processed according to technical and business requirements. 3.3. Procedures to maintain the integrity of data and data security are followed. 3.4. Performance of hand held e-business tools is reviewed and recommendations made for improvements to hardware, software and/or their use in accordance with e-business strategy and budget.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
• follow protocols for equipment use and data storage • use relevant e-business technology • generate data in the format required by the e-business supply chain • print reports as required • use literacy skills to read, interpret and follow organisational policies and

REQUIRED SKILLS AND KNOWLEDGE

procedures, follow sequenced written instructions, record accurately and legible information collected and select and apply procedures for a range of tasks

- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning techniques, active listening, clarifying information and consulting with supervisors as required
- use numeracy skills to estimate, calculate and record routine workplace measures
- use interpersonal skills to work with and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- operating procedures of relevant business tools
- relevant protocols for electronic data interchange
- personal identification and password for online access between businesses for access to inventory data and purchasing, payment or supply processes.

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following: - use relevant technology such as computers, handheld scanners, and barcoding equipment - enter and process data according to technical and business requirements - generate data in the format required by the e-business supply chain.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
E-business tools may include:	- computers - personal data assistants (PDAs) - radio frequency (RF) scanners - microchip scanners - mobile phone enabled email and SMS - data recording devices - barcoding equipment.

Unit Sector(s)

Unit sector	Business

Co-requisite units

Co-requisite units		

Competency field

Competency field	