



Australian Government

Department of Education, Employment and Workplace Relations

ICAICT104A Use digital devices

Release: 1

ICAICT104A Use digital devices

Modification History

Version	Comments
ICAICT104A	This version first released with <i>ICAI1 Information and Communications Technology Training Package version 1.0</i>

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to use digital devices in a home or small office environment.

Application of the Unit

This unit applies to workers who require the information technology (IT) literacy skills to use a digital device, such as a digital camera, video camera, or personal digital assistant (PDA) device to support their work in a home office or to work in a small office environment.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement but users should confirm requirements with the relevant federal, state or territory authority.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</i>

Elements and Performance Criteria

<p>1. Prepare to use the digital device</p>	<p>1.1 Review instruction manual and ensure identified components are available</p> <p>1.2 Identify the <i>physical components</i> of the <i>digital device</i></p> <p>1.3 Boot up and follow <i>access procedures</i> to activate the digital device</p> <p>1.4 Alter the digital device <i>settings</i> to best suit intended use</p> <p>1.5 Configure <i>power-management settings</i> where appropriate to minimise power consumption as an environmentally sustainable measure</p>
<p>2. Set up and use the digital device</p>	<p>2.1 Identify and set the basic operating and menu settings</p> <p>2.2 Navigate and manipulate the screen environment</p> <p>2.3 Customise screen icons and access to applications where applicable</p> <p>2.4 Use the digital device, and save and edit output where applicable</p> <p>2.5 Identify more <i>advanced features</i> available and use as required</p>
<p>3. Access and use basic connectivity devices</p>	<p>3.1 Connect to external digital devices, such as <i>computer devices</i> or <i>storage devices</i>, to retrieve, copy, move and save information</p> <p>3.2 Check physical <i>connectivity</i> of computer devices or storage devices to ensure operation and performance</p> <p>3.3 Connect to a printer either through a computer device or directly and use <i>printer settings</i> and print data</p> <p>3.4 Access <i>audiovisual devices</i> to view and play a multimedia file</p>
<p>4. Shut down digital device</p>	<p>4.1 Save current work and back up important data</p> <p>4.2 Close open programs on the digital device and any computer device or storage device</p> <p>4.3 Shut down digital devices, according to manufacturer instructions</p>

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
 - communicate with peers and supervisors
 - read and write basic workplace documents
 - seek assistance and expert advice
- literacy skills to interpret user manuals and help functions
- technical skills to:
 - access and use audiovisual devices
 - apply power-management settings
 - back up and save information
 - connect and use peripheral devices
 - input user access details for accessing a personal computer (PC), possibly a networked environment
 - manage mouse (button usage) for different applications
 - navigate a digital graphical user interface (GUI)
 - save and move files to various locations
 - use a keyboard.

Required knowledge

- audiovisual devices
- basic security functions
- basic software operation and associated applications
- digital device functions
- digital device settings
- peripheral devices
- storage devices.

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	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> • use a digital device • use menu features and navigate around a GUI interface • use device features to perform tasks • save results of work.
Context of and specific resources for assessment	<p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> • digital device • computer device • storage device • printer • use of device-specific application currently used in industry • appropriate learning and assessment support when required. <p>Where applicable, physical resources should include equipment modified for people with special needs.</p>
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • verbal or written questioning to assess candidate's knowledge of digital device operations • direct observation of candidate performing basic device-relevant practical skills • direct observation of candidate performing a sequence of routine tasks following clear directions.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, where appropriate.</p> <p>Assessment processes and techniques must be culturally appropriate, and suitable to the communication skill level, language, literacy and numeracy capacity of the candidate and the work being performed.</p>

	<p>Indigenous people and other people from a non-English speaking background may need additional support.</p> <p>In cases where practical assessment is used it should be combined with targeted questioning to assess required knowledge.</p>
--	--

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Physical components</i> may include:	<ul style="list-style-type: none"> • attachable keyboard • attachable monitor • batteries • casings • lens • memory card • mouse • stylus pen.
<i>Digital device</i> may include:	<ul style="list-style-type: none"> • audiovisual device • digital camera • external memory device • multi-card reader and writer • PDA and MP3 player • Smartphone • tablet • video camera.
<i>Access procedures</i> may include:	<ul style="list-style-type: none"> • fingerscan • smartcard • user name and password.
<i>Settings</i> may include:	<ul style="list-style-type: none"> • automated versus manual settings • screen settings: <ul style="list-style-type: none"> • brightness • colour • contrast • shortcut keys or modes • standard versus configured settings.
<i>Power-management settings</i> after a period of non-use may include:	<ul style="list-style-type: none"> • automatic power off • hibernation settings • monitor power saver settings.
<i>Advanced features</i> may include:	<ul style="list-style-type: none"> • advanced operations • customising standard settings • integrating with other devices.
<i>Computer devices</i> may	<ul style="list-style-type: none"> • tablet

include:	<ul style="list-style-type: none"> • laptop • notebook • PDA • PC.
<i>Storage devices</i> may include:	<ul style="list-style-type: none"> • disks: <ul style="list-style-type: none"> • CD • DVD • blu-ray • flash drives • server • solid-state hard drives • virtual devices.
<i>Connectivity</i> may include:	<ul style="list-style-type: none"> • audiovisual • cable, wireless, infra-red or Bluetooth • internal or via universal serial bus (USB) dongle • network or stand-alone computer • ports: <ul style="list-style-type: none"> • Firewire • high definition multimedia interface (HDMI) • printer • USB.
<i>Printer settings</i> may include:	<ul style="list-style-type: none"> • cartridge type • layout • number of copies • orientation • paper size • paper tray.
<i>Audiovisual devices</i> may include:	<ul style="list-style-type: none"> • data projector • external monitor • headset • microphone • speakers • webcam or digital camera.

Unit Sector(s)

General ICT

Custom Content Section

Not applicable.