



Australian Government

Department of Education, Employment and Workplace Relations

MEM16008A Interact with computing technology

Release: 1

MEM16008A Interact with computing technology

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers accessing, inputting and storing information used in manufacturing, engineering or related environments, using computing technology.
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Application of the Unit

Application of the unit	<p>This unit applies in manufacturing, engineering or related environments. It involves identifying the type and source of information required, and using the technology to access, input and store information. The equipment may include computers and a range of other equipment based on computing technology.</p> <p>Band: A Unit Weight: 2</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Determine job requirements	1.1. Nature and scope of task requirement are identified. 1.2. Information/data required to be accessed, input or stored is identified. 1.3. Source of information/data is identified.
2. Access information/data	2.1. Access procedures are followed. 2.2. Technology is navigated to find the required information/data. 2.3. Relevant software application menus, functions and commands are used to locate required information/data. 2.4. Information/data is retrieved using organisational procedures. 2.5. Information/data is checked for relevance to job requirements.
3. Input information/data	3.1. Relevant software menus, functions and commands are used to manipulate information/data. 3.2. Information/data is entered, changed, or removed as required.
4. Store information/data	4.1. Data/files are saved following standard procedures prior to exiting the application. 4.2. Data output is produced as required. 4.3. Procedures for shutting down/logging off/exiting computing technology are followed.
5. Access assistance as required	5.1. Appropriate personnel are identified and consulted as required. 5.2. Manuals, online help and other reference materials are identified and used as required.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Look for evidence that confirms skills in:

REQUIRED SKILLS AND KNOWLEDGE

- ability to enter or retrieve data using appropriate software applications
- reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents
- planning and sequencing operations
- checking and clarifying task-related information
- using numerical operations within the scope of this unit

Required knowledge

Look for evidence that confirms knowledge of:

- functions and capabilities of various types of computing technology used in the workplace
- functions of software applications
- hazards and control measures associated with using computing technology, including housekeeping
- safe work practices and procedures

Evidence Guide

EVIDENCE GUIDE	
<p>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.</p>	
Overview of assessment	<p>A person who demonstrates competency in this unit must be able to interact with computing technology to achieve workplace outcomes.</p>
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.</p>
Context of and specific resources for assessment	<p>This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.</p> <p>This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with interacting with computing technology or other units requiring the exercise of the skills and knowledge covered by this unit.</p>
Method of assessment	<p>Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning should not require language, literacy and numeracy skills beyond those required in this unit. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.</p>
Guidance information for	

EVIDENCE GUIDE**assessment****Range Statement****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.

Access procedures

Logging on and security procedures, virus checks, start-up routines, application start-up

Technology

Hand held data recording devices, screen based equipment, personal computers, bar coders

Applications

- Word processing spreadsheets and databases
- Customised engineering and manufacturing applications
- Material Resource Planning (MRP)
- Warehousing inventory applications
- Predictive reliability and maintenance applications
- Production data management applications

Data output

Report, email, chart, graph, printout, data transfer, labels

Unit Sector(s)**Unit sector****Co-requisite units**

Co-requisite units		

Competency field

Competency field	Communication
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