MSMOPS212 Use organisation computers or data systems

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSAPMOPS212A Use organisation computers or data systems

Application

This unit of competency covers the skills and knowledge required to use organisation computers or data systems in order to work effectively.

The operator will be required to select correct programs, save and retrieve data, and produce documents and spreadsheets relevant to operational or administrative functions within the organisation.

This unit of competency applies to an individual working alone or as part of a team/work group and working in liaison with other shift team members and the control room operator, as appropriate.

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

Pre-requisite Unit

Nil

Competency Field

Operations

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element
1 **Identify applications of computer or data system for work role**	1.1 Identify data and information available from the system and its application to work role
	1.2 Identify data from work role which needs to be entered in the system

2	**Use the computer or data system**	2.1	Adjust workstation equipment to meet ergonomic requirements and use appropriate posture
		2.2	Log on according to procedures
		2.3	Navigate system
		2.4	Input data or make changes as required
		2.5	Check entered or edited data is correct
		2.6	Access required data/information
		2.7	Output data as required
		2.8	Apply system/security procedures
		2.9	Use 'Help' as needed
3	**Save file and exit system**	3.1	Identify the need to save data and, if required, save and store data in appropriate directory or folder
		3.2	Close file and/or exit applications programs without loss of data
		3.3	Back-up data if required in accordance with procedures
4	**Respond to routine problems with the system**	4.1	Recognise routine problems that occur during the operation
		4.2	Identify and take action on causes of routine problems
		4.3	Log problems as required
		4.4	Identify non-routine process and quality problems and take appropriate action

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework	The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- privacy and intellectual property (IP)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

Procedures	All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- organisation procedures relevant to data systems, data security, record keeping, privacy, internet usage and IP
- manufacturers' manuals
- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the organisation

Computers or data systems	Computers or data systems are used for one or more of the following:

- electronic documents (typically Word, Excel, email and similar)
- safety, safety data and injury reporting
- orders, purchasing, stock levels and scheduling
- stock control, stores, warehousing and logistics
- materials hazards, labelling, materials identification and material safety data sheets (MSDSs)

- batch data, schedules, production planning and operations planning
- product quality, statistical control, production trends and quality control
- maintenance, maintenance planning, procedures and spare parts

Equipment   Equipment includes one or more of the following:

- computers and stationary terminals/kiosks (stand alone and/or networked)
- mobile terminals and handheld devices
- smartphones and tablets
- printers
- mouse and keyboard
- facsimile equipment
- onboard terminals
- scanners
- bar coders

Software applications   Software applications include one or more of the following:

- email
- internet or intranet
- word processing, database and/or spreadsheet programs
- company/process-specific software

Documents   Documents include one or more of the following:

- work orders
- work instructions/SOPs
- email
- faxes
- memos
- tables
- standard letters
- standard reports

Hazards   Hazards include one or more of the following:

- ergonomics and posture
- repetition strain injuries
- glare from monitor screens
- damaged cables or connections
- strains or injuries moving computer equipment

- other hazards that might arise in the job/work environment

Routine problems	Routine problems must be resolved by applying known solutions.

Routine problems are predictable and include one or more of:

- software problems, such as unable to access file, find correct page, send mail or input data
- loose or disconnected cables
- 'frozen' screens
- faulty monitors
- keyboard problems

Known solutions are drawn from one or more of:

- procedures
- training
- remembered experience

Non-routine problems must be reported according to relevant procedures.

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

       Manufacturing Industry Skills Alliance