



Australian Government

AHCBUS301 Use hand held e-business tools

Release: 1

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Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to use hand held e-business tools including computers, personal data assistants, (PDAs), radio frequency (RF) scanners, microchip scanners, mobile phone enabled email and SMS, data recording devices, barcoding equipment.

All work must be carried out to comply with organisational requirements, work health and safety legislation and codes and in consultation with the management team.

This unit applies to individuals who work under broad direction and take responsibility for their own work. They must use discretion and judgement in the selection and use of available resources.

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

Pre-requisite Unit

Nil.

Unit Sector

Business (BUS)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare hand held e-business tools for use	1.1 Select e-business tools 1.2 Complete relevant start-up procedures 1.3 Configure tools with business data 1.4 Test connectivity

Element	Performance criteria
2. Use hand held e-business tools	2.1 Use e-business tools 2.2 Address equipment faults 2.3 Check data for accuracy and address errors
3. Process business data	3.1 Generate and compile business data 3.2 Process business data 3.3 Maintain the integrity of data and data security 3.4 Review performance of hand held e-business tools and make recommendations for improvements to hardware, software or their use in accordance with e-business strategy and budget

Foundation Skills

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

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCBUS301A Use hand held e-business tools.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>