



Australian Government

AHCBUS302 Use portable technology in the workplace

Release: 1

AHCBUS302 Use portable technology in the workplace

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Release 11.0.

Application

This unit of competency describes the skills and knowledge required to use portable technology in the workplace.

The unit applies to individuals who use portable technology in the workplace under broad direction and take responsibility for their own work.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

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

Pre-requisite Unit

Nil

Unit Sector

Business (BUS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare portable technology for use	1.1 Select portable technology according to workplace requirements 1.2 Complete relevant start-up procedures according to workplace and manufacturer instructions 1.3 Configure data 1.4 Test connectivity

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
2. Use portable technology	2.1 Operate portable technology 2.2 Identify and correct equipment faults 2.3 Check data for accuracy, and address errors
3. Process workplace data	3.1 Generate and compile workplace data 3.2 Process workplace data 3.3 Maintain the integrity of data and data security
4. Complete portable technology operations	4.1 Report faulty or damaged portable technology 4.2 Store portable technology according to workplace procedures 4.3 Review performance of portable technology 4.4 Make recommendations to supervisor or management for improvements to hardware, software or their use according to workplace strategy and budget

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Identify and interpret workplace requirements and manufacturer instructions to safely use portable technology in the workplace
Oral communication	- Use clear language to report malfunctions, faults, wear or damage to portable technology - Respond to questions and clarify information

Unit Mapping Information

Code and title current release	Code and title previous release	Comments	Equivalence status
AHCBUS302 Use	AHCBUS301 Use	Unit title change	Not equivalent

portable technology in the workplace	hand held e-business tools	Minor changes to application Major and minor changes to performance criteria Foundation skills added Major and minor performance and knowledge evidence and assessment conditions	
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Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCBUS302 Use portable technology in the workplace

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has used portable technology on at least two occasions, and has:

- selected and prepared portable technology
- used relevant portable technology according to workplace requirements and manufacturer instructions, including at least one of the following:
 - mobile or smartphones
 - computers
 - tablets
 - handheld radio frequency (RF) scanners
 - microchip scanners
 - NLIS tag scanners
 - data recording devices
 - barcoding equipment
- entered and processed data according to technical and workplace requirements
- generated data in the format required by workplace
- reported faulty or damaged portable technology
- reviewed portable technology performance and made recommendations for improvements to hardware or software.

Knowledge Evidence

An individual must be able to demonstrate knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- features and operating procedures of relevant workplace tools
- portable technology workplace requirements and manufacturer instructions
- relevant protocols for electronic data interchange

- personal identification and password for access to software, data and workplace documentation and processes.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - portable technology
 - intranet or internet access to software, data and workplace documentation and processes
- specifications:
 - workplace requirements and manufacturer instructions applicable to using portable technology
- relationships:
 - supervisor or management
- time frames:
 - according to job requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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