



Australian Government

Assessment Requirements for AURAKA001 Use information technology systems

Release: 1

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Modification History

Release	Comment
Release 1	New unit of competency.

Performance Evidence

Before competency can be determined, individuals must demonstrate they can perform the following according to the standards defined in this unit's elements, performance criteria, range of conditions and foundation skills:

- operate a workplace information technology (IT) system on three different occasions in line with workplace procedures and guidelines, in which the work must involve:
 - accessing and retrieving data and information
 - entering and transmitting data and information
- carry out back-up of workplace IT system following above work activities
- problem solve routine IT problems or breakdowns during above work activities.

Knowledge Evidence

Individuals must be able to demonstrate knowledge of:

- work health and safety (WHS) and occupational health and safety (OHS) requirements relating to using information technology systems, including:
 - ergonomic guidelines and practices that maintain own health and safety when operating IT systems
 - using physical aids to support safe and effective use of IT system hardware
- basic IT terminology, especially relating to IT help files and user manuals
- key requirements of workplace procedures and manufacturer or component supplier specifications relating to the use of the IT system
- key features of workplace IT system, including:
 - use and operation of equipment
 - purpose, key features and uses of software applications, including electronic data interchange (EDI) programs

- use of hardware and associated relevant input and output devices, including scanning and barcode equipment and, when working in a retail environment, point-of-sale terminals
- routine maintenance requirements for hardware and software systems.

Assessment Conditions

Assessors must satisfy NVR/AQTF assessor requirements.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessment must include direct observation of tasks.

Where assessment of competency includes third-party evidence, individuals must provide evidence that links them to the workplace IT systems they have used, e.g. IT maintenance schedules.

Assessors must verify performance evidence through questioning on skills and knowledge to ensure correct interpretation and application.

The following resources must be made available:

- an IT system consisting of PC, keyboard and software currently used in the workplace
- relevant user manuals or workplace procedures relating to use of IT systems
- data or information available:
 - on a current IT system
 - to enter and manipulate on the IT system.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b4278d82-d487-4070-a8c4-78045ec695b1>

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