



Australian Government

Department of Education, Employment and Workplace Relations

CULLB307C Use multimedia

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit describes the performance outcomes, skills and knowledge required to use a range of multimedia equipment/programs at a non-specialist level.

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

Application of the Unit

Application of the unit This unit applies to individuals working in any industry context who need a general understanding of different multimedia equipment and software. The unit is general and introductory in nature and does not include detailed operational knowledge of technologies required by audio-visual technicians or multimedia specialists.

Work is undertaken autonomously within overall guidelines where the individual is working in an organisational context.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability Skills This unit contains Employability Skills.

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.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1 Use multimedia

- 1.1 Select appropriate multimedia for a given purpose based on knowledge of options available
- 1.2 Correctly and safely set up ***multimedia equipment/programs*** in accordance with organisation procedures
- 1.3 Use ***general features and functions of multimedia*** safely and appropriately
- 1.4 Identify ***occupational health and safety(OHS) issues*** associated with multimedia and take appropriate action to prevent mishaps or accidents
- 1.5 Where appropriate, assist others to use multimedia equipment/programs safely and in accordance with organisation procedures

2 Maintain multimedia equipment/programs

- 2.1 Identify and correct minor operational faults in accordance with organisation procedures
- 2.2 Implement routine preventative maintenance, including making arrangement for repairs
- 2.3 Identify situations where specialist assistance is

ELEMENT**PERFORMANCE CRITERIA**

required and take action accordingly

3 Evaluate multimedia options

- 3.1 Assemble current information on multimedia technologies, programs, products and services to inform decisions on use, purchase and maintenance
- 3.2 Review technologies and programs based on intended use in the relevant work context
- 3.3 Where appropriate, make substantiated proposals for the purchase of new or replacement items

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- communication skills to seek assistance from multimedia specialists
- technology skills to use the general features of multiple types of programs/equipment
- literacy skills to interpret equipment information manual 'help' instructions.

Required knowledge

- range of current multimedia options used in the relevant work context at a generalist level
- features and general operating functions of different multimedia options
- common faults and ways of rectifying these in multimedia equipment/programs used
- scope of repair and maintenance activities which can be undertaken without specialist assistance
- sources of information on multimedia equipment and programs.

Evidence Guide

EVIDENCE GUIDE

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.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- knowledge of the current range of multimedia options commonly used in the relevant work context
- safe and correct operation of equipment and programs
- demonstration of skills using multiple types of equipment/programs.

Context of and specific resources for assessment

Assessment must ensure:

- access to a current range of multimedia equipment/programs, associated software and audiovisual equipment.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- direct observation of the candidate using multimedia
- oral or written questioning to assess knowledge of OHS issues or equipment/program features.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- CULLB401C Assist customers to access information
- BSBCMN205A Use business technology.

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.

Multimedia

equipment/programs are constantly changing, and the range used will depend on the workplace. It may include both hardware and software:

- personal computers and laptops
- software programs e.g. Adobe, Powerpoint
- TVs and videos
- microphones/amplifiers
- audio cassettes
- compact discs
- DVDs
- projectors
- CD burners
- Scanners
- digital cameras

Occupational health and safety issues may relate to:

- use of safety clothing/equipment
- manual/material handling
- storing chemicals/harmful substances
- ergonomic working arrangements

General features and functions of multimedia equipment are those which are:

- frequently used by the non-specialist
- accessible to the general user without a high level of specialist knowledge

Unit Sector(s)

Not applicable.

Competency field

Competency field

Multimedia