



Australian Government

Department of Education, Employment and Workplace Relations

ICAU2007B Maintain equipment and consumables

Release: 1

ICAU2007B Maintain equipment and consumables

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit defines the competency required to maintain the operation of basic computer hardware and peripherals including the replacement of consumables. There may be benefit in concurrent learning of the following unit: • ICAU2005B Operate computer hardware The following units are linked and form an appropriate cluster: • ICAS2008B Maintain inventories for equipment, software and documentation • ICAU2005B Operate computer hardware • ICAU3004B Apply occupational health and safety procedures No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Clean equipment	1.1. Access and verify cleaning supplies for usability on the selected equipment 1.2. Record maintenance actions undertaken and document according to organisational procedures 1.3. Clean equipment as per manufacturer specifications and in line with organisational manuals
2. Replace and maintain consumables and supplies	2.1. Access consumables from storage points and record usage information in line with organisational procedures 2.2. Replace consumables when needed and log the action undertaken 2.3. Dispose of consumables following environmental guidelines 2.4. Test equipment to ensure it is in working order at set time periods and in line with organisational procedures
3. Maintain equipment	3.1. Establish which equipment requires maintenance 3.2. Maintain equipment as required by organisational guidelines and manufacturer specifications 3.3. Document maintenance procedures performed as required by organisational guidelines 3.4. Exercise care to prevent interruption of business activities during maintenance procedures 3.5. Store unused equipment devices in line with manufacturer specifications and organisational guidelines

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- Basic decision making
- Basic technical diagnostic skills
- Basic evaluation skills

REQUIRED SKILLS AND KNOWLEDGE

- Reading and writing skills in regard to basic workplace documentation

Required knowledge

- Basic principles and responsibilities of OH&S
- Chemical storage, control and disposal
- Basic understanding of organisational systems, in relation to storage and retrieval of information and equipment
- Basic knowledge of current industry-accepted hardware and software and manufacturer maintenance guides

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.

Overview of assessment

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

Evidence of the following is essential:

- Assessment must confirm the ability to maintain equipment in working order and to replace equipment and consumables.

To demonstrate competency in this unit the person will require access to:

- Personal computer
- Basic software
- Consumables and peripherals

Context of and specific resources for assessment

The effective operation and maintenance of computing and peripheral equipment is important in most workplaces. Increasing reliance on information technology requires the application of this unit's skills and knowledge across all industry sectors.

This unit will develop the ability to maintain basic hardware and replace consumables as required in a manner specified by the manufacturer or by organisational guidelines.

Depending on the complexity of content, basic knowledge and skills would prepare the person to perform in a range of activities where there is a clearly defined range of contexts for maintenance of equipment and consumables.

The breadth, depth and complexity of knowledge and skills in this competency would prepare a person to perform in a range of varied activities or knowledge applications where there is a clearly defined range of contexts in which the choice of actions required is usually clear. There would generally be limited

EVIDENCE GUIDE	
	complexity in the range of operations to be applied. Assessment must ensure: • Performance of a prescribed range of functions involving known routines and procedures and some accountability for the quality of outcomes would be characteristic. • Applications may include some complex or non-routine activities involving individual responsibility or autonomy and/or collaboration with others as part of a group or team.
Method of assessment	The purpose of this unit is to define the standard of performance to be achieved in the workplace. In undertaking training and assessment activities related to this unit, consideration should be given to the implementation of appropriate diversity and accessibility practices in order to accommodate people who may have special needs. Additional guidance on these and related matters is provided in ICA05 Section 1. • Competency in this unit should be assessed using summative assessment to ensure consistency of performance in a range of contexts. This unit can be assessed either in the workplace or in a simulated environment. However, simulated activities must closely reflect the workplace to enable full demonstration of competency. • Assessment will usually include observation of real or simulated work processes and procedures and/or performance in a project context as well as questioning on underpinning knowledge and skills. The questioning of team members, supervisors, subordinates, peers and clients where appropriate may provide valuable input to the assessment process. The interdependence of units for assessment purposes may vary with the particular project or scenario.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended,

EVIDENCE GUIDE

	for example: • ICAU2008B Maintain inventories for equipment, software and documentation • ICAU2005B Operate computer hardware • ICAU3004B Apply occupational health and safety procedures An individual demonstrating this competency would be able to: • Demonstrate basic operational knowledge in a moderate range of areas • Apply a defined range of skills • Apply known solutions to a limited range of predictable problems • Perform a range of tasks where choice between a limited range of options is required • Assess and record information from varied sources • Take limited responsibility for own outputs in work and learning • Maintain knowledge of industry products and services
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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.

Equipment may include but is not limited to:

- workstations
- personal computers
- modems and other connectivity devices
- printers
- hard drives
- monitors
- DSL modems

RANGE STATEMENT	
	• switches • hubs • personal digital assistant (PDA) • other peripheral devices
Consumables may include:	• disks • ribbons • printer toner • paper • cartridges • cleaners • tape
Environmental guidelines may include but is not limited to:	• recycling • safe disposal of packaging (e.g. cardboard, polystyrene, paper, plastic) • correct disposal of redundant hardware (e.g. motherboards, hard drives, circuit boards) by an authorised body

Unit Sector(s)

Unit sector	Use
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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