



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **ICPSU281C Use computer systems**

**Revision Number: 1**

## ICPSU281C Use computer systems

### Modification History

Not applicable.

### Unit Descriptor

|                        |                                                                                                                       |
|------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Unit descriptor</b> | This unit describes the performance outcomes, skills and knowledge required to perform basic functions on a computer. |
|------------------------|-----------------------------------------------------------------------------------------------------------------------|

### Application of the Unit

|                                |                                         |
|--------------------------------|-----------------------------------------|
| <b>Application of the unit</b> | This unit covers basic computer skills. |
|--------------------------------|-----------------------------------------|

### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

|                           |  |  |
|---------------------------|--|--|
| <b>Prerequisite units</b> |  |  |
|                           |  |  |
|                           |  |  |

### Employability Skills Information

|                             |                                          |
|-----------------------------|------------------------------------------|
| <b>Employability skills</b> | 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 a stand alone computer/terminal correctly | <ul style="list-style-type: none"><li>1.1. Correct posture at the keyboard is adopted according to OHS</li><li>1.2. Data is correctly accessed to ensure no loss of data</li><li>1.3. Data is manipulated correctly to ensure access, retrieval and storage of data</li><li>1.4. Keyboarding technique is safe and meets the speed requirements of the job, if necessary</li></ul>                                                                                                                                                                                                                                             |
| 2. Perform computer/terminal functions           | <ul style="list-style-type: none"><li>2.1. Data is accessed, saved and retrieved for reference and for amendment</li><li>2.2. The appropriate program is selected for the job to be undertaken</li><li>2.3. Mouse and/or keyboard functions are used correctly to operate the computer <b>system</b></li><li>2.4. Features of <b>applications</b> are used correctly to deliver a specified output</li><li>2.5. Data is saved in correct format and file location</li><li>2.6. Master pages, templates and style sheets, as appropriate, are used consistently to ensure data is the same after exchange or transfer</li></ul> |

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- OHS in relation to operating machinery such as safely switching off machinery before cleaning is started
- communication of ideas and information by effectively using written materials and correct completion of proformas
- collecting, analysing and organising information by accessing user manuals and applying their contents
- mathematical ideas and techniques by calculating file sizes, margins, image sizes and using spreadsheets
- use of technology by using computer systems

#### Required knowledge

- starting, operating and shutting down the computer
- circumstances should when power is turn off to the computer and why
- start or stop using the computer
- using and sharing a password
- accessing alternative file storage devices
- basic typing skills
- base finger positions on the keyboard
- implication of type at an even pace instead of typing some letters more quickly than others
- use of applications
- mathematical relationship of byte, kilobyte, megabyte and gigabyte
- producing a compressed file
- using master pages, templates or style sheets
- macros
- file formats that are used in your workplace and why
- three common errors and their consequences
- identifying whether you have made a mistake
- manuals, safety and other documentation that are relevant to this task and where are they kept and information that is included in these documents

## 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 ability to:

- correctly perform basic functions on a stand alone computer/terminal using industry software
- demonstrate an ability to find and use information relevant to the task from a variety of information sources
- use a stand alone computer/terminal with at least TWO software applications relevant to the printing industry to perform a variety of computing functions, access and save files, according to the listed Performance Criteria
- evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.

#### Context of and specific resources for assessment

Assessment must ensure:

- assessment may take place on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment
- a stand alone computer or terminal.

#### 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.

#### Guidance information for assessment

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

## 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.

|                                                  |                                                                                                                                                                                                                                            |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Types of systems</i></b> may include:      | <ul style="list-style-type: none"> <li>computer systems used in the printing industry.</li> </ul>                                                                                                                                          |
| <b><i>Types of applications</i></b> may include: | <ul style="list-style-type: none"> <li>software used in the printing industry, including: typesetting, image manipulation, page layout, word processing, database, spreadsheet, production control and monitoring applications.</li> </ul> |

## Unit Sector(s)

|             |  |
|-------------|--|
| Unit sector |  |
|-------------|--|

## Competency field

|                  |         |
|------------------|---------|
| Competency field | Support |
|------------------|---------|

## Co-requisite units

|                    |  |  |
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| Co-requisite units |  |  |
|                    |  |  |
|                    |  |  |