



Australian Government

MEM16008 Interact with computing technology

Release: 1

MEM16008 Interact with computing technology

Modification History

Release 1. Supersedes and is equivalent to MEM16008A Interact with computing technology

Application

This unit of competency defines the skills and knowledge required to use a range of computing technology typically used in manufacturing, engineering or related environments to access, input and store information.

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

Band: A

Unit Weight: 2

Pre-requisite Unit

MEM13015 Work safely and effectively in manufacturing and engineering

MEM16006 Organise and communicate information

Competency Field

Communication

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1	Determine job requirements	1.1	Follow standard operating procedures and comply with work health and safety (WHS) requirements at all times
		1.2	Identify job requirements from specifications, job sheets or work instructions
		1.3	Identify information/data required to be accessed, input or stored and its source

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
2	Access information/data	2.1	Follow access procedures and navigate technology to find the required information/data
		2.2	Use relevant software application menus, functions and commands to locate required information/data
		2.3	Retrieve information/data using organisational procedures
		2.4	Check information/data for relevance to job requirements
3	Input information/data	3.1	Use relevant software menus, functions and commands to manipulate information/data
		3.2	Enter, change or remove information/data, as required
4	Store information/data	4.1	Save data/files following standard procedures prior to exiting the application
		4.2	Produce data output, as required
		4.3	Follow procedures for shutting down/logging off/exiting computing technology
5	Access assistance as required	5.1	Identify appropriate personnel and consult, as required
		5.2	Identify manuals, online help and other reference materials and use, as required

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Access procedures

include one (1) or more of the following:

- logging on
- security procedures
- virus checks
- start-up routines
- application start-up

Technology includes one (1) or more of the following:

- hand held data recording devices
- screen based equipment
- personal computers
- bar coders
- tablets

Applications include one (1) or more of the following:

- word processing
- spreadsheets
- databases
- customised engineering and manufacturing applications
- material resource planning (MRP)
- warehousing inventory applications
- predictive reliability and maintenance applications
- production data management applications

Data output includes one (1) or more of the following:

- report
- email
- chart
- graph
- printout
- data transfer
- labels

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>

Assessment Requirements for MEM16008 Interact with computing technology

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- accessing, inputting, manipulating and storing information using workplace computing technology whilst following standard procedures
- accessing assistance, where required.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures
- functions and capabilities of computing technology used in the workplace
- functions of software applications
- use and features of data outputs.

Assessment Conditions

- Assessors must:
 - have vocational competency in interacting with computing technology at least to the level being assessed with relevant industry knowledge and experience
 - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011*, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires
- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills

- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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