



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>