



Australian Government

TLIK2010 Use infotechnology devices in the workplace

Release: 2

TLIK2010 Use infotechnology devices in the workplace

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to use infotechnology devices in the workplace in accordance with the relevant work health and safety (WHS)/occupational health and safety (OHS) regulations and workplace procedures, within the transport and logistics industry.

It includes identifying infotechnology equipment and systems; setting up, using and shutting down computer-based equipment and systems; and inputting, storing and presenting files/data. It also involves implementing workplace procedures for managing and securing data.

Work is performed under some supervision, generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

K – Technology

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Identify infotechnology

PERFORMANCE CRITERIA

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

1.1 Types of infotechnology equipment used in the work

systems		area are identified
	1.2	Functions of equipment, component parts and accessories are identified
	1.3	Applications for workplace activities of different infotechnology equipment and systems are interpreted
	1.4	Routine faults in operating systems, software applications and operator errors are identified
	1.5	Sources of information on rectifying/reporting faults with operating equipment, systems and application are identified
2 Access and operate computer-based equipment and systems	2.1	Work environments and equipment are adjusted to meet ergonomic requirements and workplace policies and procedures
	2.2	Systems are accessed and checked, as required, for viruses
	2.3	Equipment is set up for work requirements in accordance with workplace procedures and manufacturer guidelines
	2.4	Infotechnology equipment and software operating manuals and/or help screens are used to inform work practices
	2.5	Required application software packages and accessories are selected and accessed
	2.6	Required file and/or data to be accessed is identified
	2.7	Files/data are filed in accordance with workplace procedures
	2.8	Shut-down procedures for files, applications and equipment are followed
3 Input, store and present files/data	3.1	Data is entered using appropriate equipment, keyboard/mouse, bar code reader, touch screen or other system
	3.2	Accurate input is confirmed
	3.3	Files are accessed in accordance with workplace procedures

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| | 3.4 | Data is manipulated to suit work requirements and is checked for accuracy |
| | 3.5 | Saved files are accessed through relevant directories |
| | 3.6 | Information and disk/s are stored, as required |
| | 3.7 | Information is presented using computerised projection facilities as required |
| 4 | Implement workplace procedures for managing and securing data | |
| | 4.1 | Security procedures are followed in accordance with workplace procedures |
| | 4.2 | Precautions against the loss or corruption of data are followed in accordance with workplace procedures |

Foundation Skills

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

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIK2010A Use infotechnology devices in the workplace.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>