



UEENEED101A (WC385)

UNIT NAME –USE COMPUTER APPLICATIONS RELEVANT TO A WORKPLACE.

| | | | | | |
|--|--|---------------|----------|------------------|----------|
| Student Name: | | | | | |
| Assessment Date: | | TEST # | 1 | ATTEMPT # | 1 |
| <p>STUDENT DECLARATION I certify that I understand the assessment instructions (see page over) and the submitted work is my own.</p> <p>Signed: _____</p> | | | | | |

Assessment Notes

Aids Permitted: Scientific Calculator
Writing instruments
PC with internet access

| Assessor Feedback | | | | | | | | | | | | | |
|--|--|--|----------------------------|------------------------------|-------------------------------|----------------------------|------------------------------|---|----------------------------|------------------------------|-----------------------|----------------------------|------------------------------|
| Performance demonstrated by this assessment is: | Satisfactory (S) or Not Yet Satisfactory (NYS) | | | | | | | | | | | | |
| <p>Competency Elements:</p> <table> <tr> <td>1. Prepare to use computer applications.</td> <td><input type="checkbox"/> S</td> <td><input type="checkbox"/> NYS</td> </tr> <tr> <td>2. Use computer applications.</td> <td><input type="checkbox"/> S</td> <td><input type="checkbox"/> NYS</td> </tr> <tr> <td>3. Output information from an application</td> <td><input type="checkbox"/> S</td> <td><input type="checkbox"/> NYS</td> </tr> <tr> <td>4. Shut down computer</td> <td><input type="checkbox"/> S</td> <td><input type="checkbox"/> NYS</td> </tr> </table> | | 1. Prepare to use computer applications. | <input type="checkbox"/> S | <input type="checkbox"/> NYS | 2. Use computer applications. | <input type="checkbox"/> S | <input type="checkbox"/> NYS | 3. Output information from an application | <input type="checkbox"/> S | <input type="checkbox"/> NYS | 4. Shut down computer | <input type="checkbox"/> S | <input type="checkbox"/> NYS |
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| 4. Shut down computer | <input type="checkbox"/> S | <input type="checkbox"/> NYS | | | | | | | | | | | |
| <p>Assessor Comment:</p> <p>Notes:</p> <ol style="list-style-type: none"> You are allowed two assessment attempts in the enrolment period. Failure to achieve a Satisfactory Result in the enrolment period will require re-enrolment. You have the right to appeal your assessment result. | | | | | | | | | | | | | |
| | Assessor Signature: | | | | | | | | | | | | |
| Date assessment outcome and feedback received on: | Student Signature: | | | | | | | | | | | | |



Instructions

1. **Correct DANGER TAG procedure must be followed.**
2. All tasks must be successfully completed.
3. Follow all instructions given by your assessor.
4. All material handed in must have your full name on it.
5. Time allowed and permitted aids are indicated on the assessment.
6. All bags, text books, pencil cases etc. must remain on the floor. Only the required pens, pencils, erasers, calculators are to be on the work surface.
7. Consult your assessor for assistance if required.
8. **NO** collaboration of **any** description between students.
9. You may not leave the assessment area without the assessor's permission. If you leave without your assessor's permission, your assessment attempt will be terminated and assessed as Not Yet Satisfactory.
10. Mobile phones must be **Switched Off** and placed in your bag for the duration of the assessment. If your mobile device is seen, 'rings' or vibrates during the assessment, your assessment attempt will be terminated and assessed as Not Yet Satisfactory.
11. If this Skills assessment has multiple tasks, the assessor must sign off each task before you proceed to the next task.
12. The work area *must* be left clean and tidy after the assessment is completed.
13. Verbal and written feedback will be given to you after the assessment.
14. Danger tag procedure to be used for ALL practical assessments
15. All completed work must be sent to print as a pdf or xps file to be attached and emailed to your lecturer at the email address provided by them, at the conclusion of this assessment. It is not necessary to physically print the file as the creation of a PDF or XPS file is a print function.
16. All completed work must also be stored in your personal folder on the student network. A screen shot showing this has been done must be included in your email to your lecturer.

Signing the Student Declaration on the front page indicates that you have read and agree to follow these instructions



| DURING THE ASSESSMENT THE STUDENT DEMONSTRATED THE FOLLOWING: | Performance Criteria | Critical Aspects | S | NYS |
|--|----------------------|------------------|---|-----|
| 1. Prepare to use computer applications. | | | | |
| OHS procedures for a given work area are identified, obtained And understood through established routines and procedures. | 1.1 | | | |
| Established OHS risk control measures and procedures in relation to computer and keyboard use are followed. | 1.2 | | | |
| Information required for the use of the application is obtained From appropriate sources. | 1.3 | | | |
| Computer is started up and desktop icons are manipulated to access desired application, directories and files. | 1.4 | | | |
| On-screen instructions in relation to any anomaly such as a virus warning are followed. | 1.5 | | | |
| Help directory is used to resolve any straightforward start up or access issues or anomalies. | 1.6 | | | |
| 2. Use computer basic application. | | | | |
| Established OHS risk control measures and procedures for carrying out the work are followed. | 2.1 | | | |
| Information is added, altered or deleted as needed in accordance with application user instructions. | 2.2 | | | |
| Routine checks are made to ensure accuracy of information in accordance with quality requirements. | 2.3 | | | |
| 3. Output information from an application. | | | | |
| Completed files are stored appropriately in accordance with Enterprise requirements. | 3.1 | | | |
| Files are printed for a formal record and/or to forward to others. | 3.2 | | | |
| Files are sent via email in a readable format. | 3.3 | | | |
| 4. Shut down computer. | | | | |
| Files are named, arranged, saved and backed up in accordance with enterprise requirements. | 4.1 | | | |
| Computer shutdown procedures are followed and computer switched off. | 4.2 | | | |
| Critical Aspects of Evidence | | | | |
| Correctly starting-up a computer. | | A | | |
| Dealing with anomalies appropriately. | | B | | |
| Following application instructions to input and output information. | | C | | |
| Storing information appropriately. | | D | | |
| Outputting information to a printer. | | E | | |
| Forwarding information via email and/or web mail in a readable format. | | F | | |
| Producing, storing and forwarding engineering related reports and/or results using at least three computer applications according to requirements | | G | | |
| Shutting down a computer correctly | | H | | |
| Dealing with unplanned events by drawing on essential knowledge and skills to provide appropriate solutions incorporated in a holistic assessment with the above listed items. | | I | | |



| Hazard Risk Assessment Sheet | | | |
|------------------------------|-------------------|----|-----------------|
| Activity description: | | | |
| Completed by: | | | Date: |
| | | | |
| HAZARD CHECKLIST | HAZARD IDENTIFIED | | CONTROL MEASURE |
| | YES | NO | |
| Electricity / Isolation | | | |
| Ladder and heights | | | |
| Slips, trips and falls | | | |
| Housekeeping | | | |
| Moving parts | | | |
| Falling or flying objects | | | |
| Tools or equipment issues | | | |
| Manual Handling | | | |
| Loud noise | | | |
| Fire flammable atmosphere | | | |
| Poor lighting | | | |
| Ergonomics | | | |

Student Signature.....



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Assessment 1

Using the internet, word help screens and your own knowledge describe briefly the functions of the items numbered 1 to 10 on the attached Figure 1. Type your answers in the tables below using **Arial font 12 point in red**. You must only have a single line of text in each row of the table. If you require more rows for your answer you must insert them as required.

| | |
|-----|-------------------|
| 1) | <hr/> <hr/> <hr/> |
| 2) | <hr/> <hr/> <hr/> |
| 3) | <hr/> <hr/> <hr/> |
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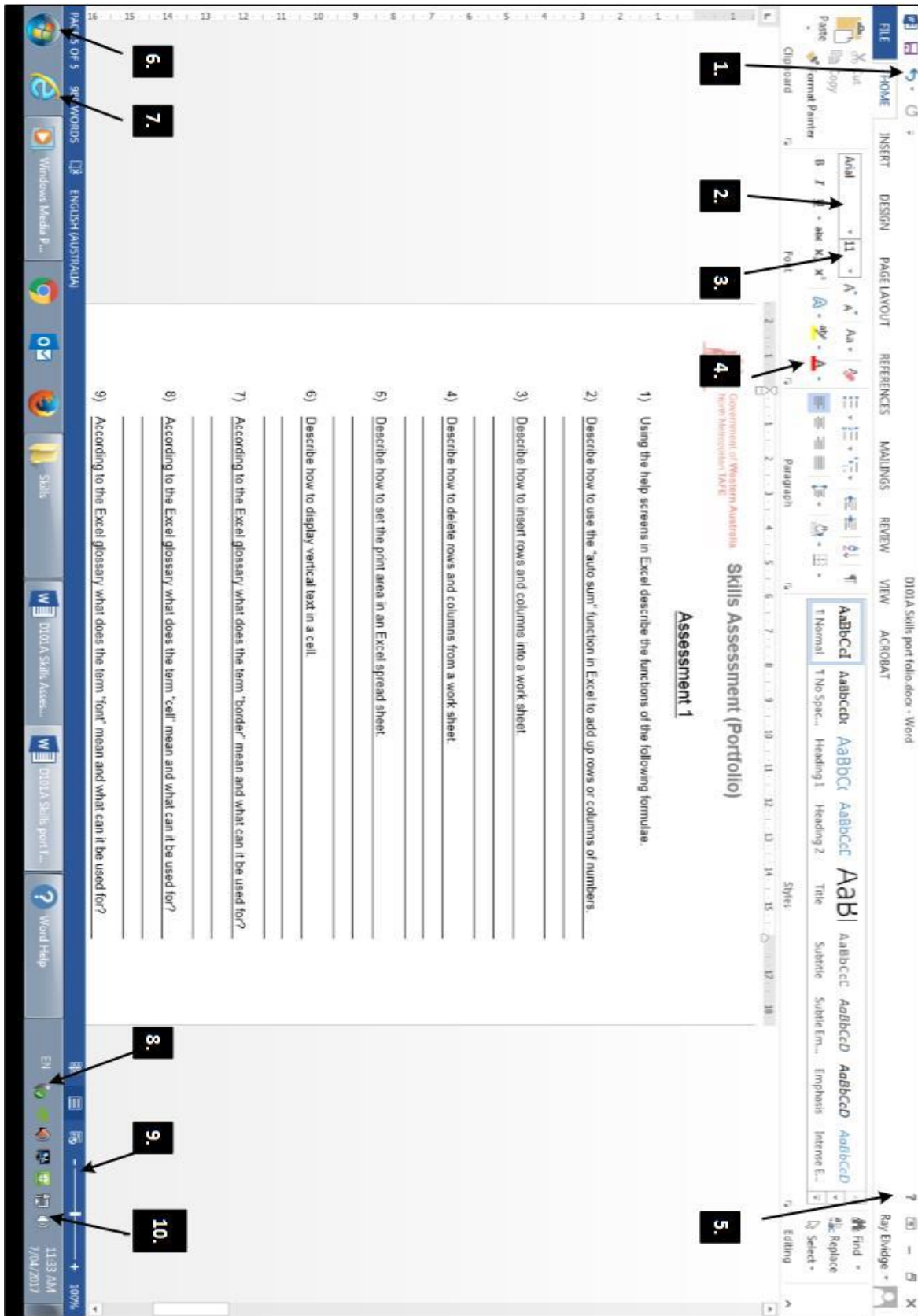


Figure 1.



Assessment 2

1) Copy the data in the table below into a new Excel work book.

Create formulas to show the following:

- a) Sub total for each item
- b) Average cost for all types.
- c) Total quantity and cost.
- d) Percentage of total for each item

You may ask your lecturer for assistance if you are not familiar with Excel or you may use web sites such as You Tube etc to view instructional videos.

Create a 3D pie chart showing cost percentage of total for each item.

You must ensure the correct number formatting is selected for each column.

Save the file to your personal network folder as your surname followed by - Fred's Electrical Work Book.

eMail the completed file to your lecturer

| Fred's Hardware | | | | |
|----------------------------|------------|-----|-----------|------------|
| Product Type | Unit Price | Qty | Sub-total | % of total |
| Self tapper 8 guage x 20mm | \$0.25 | 50 | | |
| Tek screw 25mm x 6mm | \$0.45 | 150 | | |
| Tek screw 45mm x 8mm | \$0.75 | 250 | | |
| Nail 25mm x 3mm | \$0.05 | 500 | | |
| Pop rivet 4.5mm S/Steel | \$0.08 | 200 | | |
| Coach screw 55mm x 8mm | \$1.25 | 25 | | |
| Rawl plug (green 25mm) | \$0.20 | 50 | | |
| Ram plug (Red 65mm) | \$0.45 | 25 | | |
| Total | | | | |
| Average per item | | | | |



Assessment 3

Open the link below and use the information and the Microsoft Word Application to answer the following questions using the spaces provided.

<http://www.safety.uwa.edu.au/health-wellbeing/physical/ergonomics/workstation>

1) If the working position causes the elbows to be held far out from the side of the body then what may need to be adjusted?

2) What must be used if your feet do not reach the floor when sitting at a work station?

3) At what position do most people prefer the tilt adjustment to be set at?

4) What measures can be taken to ensure comfort and correct posture are maintained when answering phone calls?

5) At what height should you set your monitor at to ensure comfort and correct posture are maintained?

6) Where should a document holder be placed?

7) What simple test can you do to check for glare from overhead lights?

8) A well-designed mouse should not cause undue _____ on the wrist and forearm muscles?

9) Whilst typing you should adopt a _____ and _____ position?

10) State two strategies for reducing length of time on the keyboard?
