

	Unit ID: 97
Domain	OFFICE ADMINISTRATION
Title:	Operate office equipment
Level: 1	Credits: 5

Purpose

This unit standard specifies the competencies required to operate office equipment. It includes the selecting, locating and operation of equipment. It is intended for those who work in an office environment.

Special Notes

1. Entry information
Prerequisite:
 - Unit 90 - *Follow workplace safety procedures in an office environment* or demonstrated equivalent knowledge and skills.
2. To demonstrate competence, at a minimum, evidence is required of correctly selecting, locating and operating items in an office to complete workplace tasks. Evidence of using all items listed in special note 3 is required for assessment purposes.
3. Office equipment may include, but is not limited to telephones, intercom systems, telephone answering machines, facsimile machines, shredders, binders and photocopiers.
4. Performance of all elements in this unit standard must comply with all relevant workplace requirements and /or manufacturer's specifications.
5. Assessment evidence may be collected from a real workplace, simulated real workplace or an appropriate simulated environment in which office administration operations are carried out.
6. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act, No. 6, 1992
 - Occupational Health and Safety Regulations No. 18, 1997
 and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and

moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na.

Elements and Performance Criteria

Element 1: Select and locate office equipment

Performance Criteria

- 1.1 Equipment is selected for task to be undertaken.
- 1.2 Equipment is checked for availability.

Element 2: Operate equipment

Performance Criteria

- 2.1 Pre-operational checks and start-up procedures are implemented in line with manufacturers' instructions and organisational procedures.
- 2.2 Equipment is used according to manufacturers' instructions and organisational requirements.
- 2.3 Equipment faults are identified.
- 2.4 Basic troubleshooting techniques are used to solve routine problems in line with manufacturers' instructions and organisational requirements.
- 2.5 Equipment faults are recorded and reported to relevant person or section in line with organisational requirements.
- 2.6 Shutdown procedures are followed, as appropriate.

Registration Data

Subfield:	Business Services
Date first registered:	28 September 200628 September 2006
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Body responsible for review:	Namibia Training Authority