

NOCC-A21 Electrician: Competence Package

Relevant Occupation/trade title: Electrician			SAQA ID: 91761		
Learning Area: Prepare for work			Total Hours:		264
Learning Project 4: Use personal computer systems incl. standard office software applications for work-related tasks			Total Hours:		40
Requisite learning areas/projects to be in place (Pre-requisite and co-requisite):		NONE			
Learning project description: Use personal computer systems including standard office applications to produce, modify, store and forward work related documents at a basic level					
Activity phase	Practical Skills Modules Content	Underpinning Knowledge Module Content	Work Experience Module Content (Exposure to be given)	Didactical-methodological advice	Learning materials/Tools and Equipment
Reference to QCTO Curriculum	PM: None	KM- None	WM: None		
Planning/ Preparation	<p>Provide access to (Given): Personal computer systems with standard operating software for word processing, spread sheets, drawings and email and access to the web;</p> <p>Apprentices must be able to do/perform the following (hard and soft) skills:</p> <p>Start computer systems and prepare to use computer applications</p> <ul style="list-style-type: none"> Adjust workspace, furniture and equipment to suit user ergonomic requirements Check physical connectivity of computer system and devices to ensure correct operation and performance 	<p>Knowledge of:</p> <ul style="list-style-type: none"> Basic ergonomics of computer use Main types and parts of computers, and basic features of different operating systems Range and functions of peripheral devices that can be used with a personal computer Starting and shut-down procedures Basic typing techniques and strategies Navigation and manipulation procedures of the desktop environment within the range of assigned workplace tasks Organisational requirements for simple document filing conventions Dangers of computer viruses, 	<p>Under supervision: <i>If the workplace allows for this exposure:</i></p> <ul style="list-style-type: none"> Conduct an induction to the company's computer system, its main applications and usage related policies <i>Work with a company employee for a certain period to train the following:</i> Use approved computer applications for office use to produce, modify, store work related reports and/or results at a basic level (word, excel, powerpoint) Use approved computer applications to view, 	<ul style="list-style-type: none"> Lecture/Instruction Interactive learning Technical discussions Textbook work/ worksheets 	<p>Manuals and files:</p> <ul style="list-style-type: none"> Apprentice guide, Facilitator and Assessment guide Examples of workplace documentation <p>Training workshop and laboratory equipment incl.:</p> <ul style="list-style-type: none"> Personal computers Office furniture and equipment Multimedia teaching and learning software Word processing software Spread sheet software Presentation software Email application Access to the internet

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	<ul style="list-style-type: none"> Start computer or log on according to user procedures Identify basic functions and features of the computer system Customise desktop configuration, if necessary Obtain required information for the use of the applications Access desired application, directories and files 	<p>malware programs and illegal internet downloads</p>	<p>and forward work related files via email</p> <ul style="list-style-type: none"> Conduct basic web searches to find required information for work tasks Utilise security software to identify and deal with computer system threads and risks 		<ul style="list-style-type: none"> Printer Storage, backup software and devices Antivirus programmes Data security and backup procedures
<p>Implementation/ Execution</p>	<p>Navigate desktop environment</p> <ul style="list-style-type: none"> Open and access applications by selecting correct desktop icons and menus Open, resize and close desktop windows by using correct window functions and roles Create shortcuts from the desktop, if necessary <p>Use basic computer applications</p> <ul style="list-style-type: none"> Apply typing techniques to produce and fill out documents in computer applications Use simple keyboard functions to alter files Add, alter or delete information as needed Access the internet using the web browser to view and conduct basic web information search Use firewall and antivirus and malware scans to reduce security risks and threats in the system Store completed files 	<ul style="list-style-type: none"> Appropriate use of internet search engines User instructions for basic computer and network security software Dangers of computer viruses, firewalls and antivirus software 	<ul style="list-style-type: none"> Print work files in various paper formats Troubleshoot printer problems, if required Organise, archive and backup work files Store work files on various media and backup devices as per company policy and naming convention 		

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	<p>appropriately on the computer in accordance with company requirements</p> <p>Organise files using basic directory and folder structures</p> <ul style="list-style-type: none"> • Create folders/subfolders with suitable names • Save files with suitable names in appropriate folders • Rename and move folders/subfolders and files as required • Identify folder/subfolder and file attributes • Move folders/subfolders and files using cut and paste, and drag and drop techniques • Save folders/subfolders and files to appropriate media where necessary • Search for folders/subfolders and files using appropriate software tools • Restore deleted folder/subfolders and files as necessary 				
<p>Evaluation/ Documentation</p>	<p>Output information from a computer application</p> <ul style="list-style-type: none"> • Print files from installed default printer on the appropriate paper size • Change printing and printer settings if necessary • View progress of print jobs and troubleshoot printer related issues as required 	<ul style="list-style-type: none"> • Types of printing and storage devices • User instructions for printers and storage devices • Basic troubleshooting techniques for printers • Email etiquette and procedures to follow • Procedures for data security 			

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	<ul style="list-style-type: none"> • Change printer ink/toner and paper supply as required • Distribute files in hardcopy and/or via email to intended users • Access external storage devices to retrieve, copy, move and save information in different media and locations <p>Shut-down computer system</p> <ul style="list-style-type: none"> • Name, arrange, save and backup files in accordance with common company requirements • Close all open applications • Log out of computer/network system • Follow computer shutdown procedures and switch off the computer 	<ul style="list-style-type: none"> • and regular backups • Computer shutdown procedure 			
Total	Hours : 40				
Specialisation additions					
Assessment guidance					
<p>Criteria for assessment:</p> <ul style="list-style-type: none"> • Correctly starting-up a computer • Apply simple typing skills to produce documents in standard applications • Produce, store and forward work related reports and/or results in word, excel and powerpoint • Store documents as per correct naming convention in appropriate folders/sub-folders • Forward information via email and/or web mail or mobile storage device in a readable format • Send information to a printer • Shut down a computer correctly 					