

# NOCC-A21 Electrician: Competence Package

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

## NOCC-A21 Electrician: Competence Package

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

## NOCC-A21 Electrician: Competence Package

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

## NOCC-A21 Electrician: Competence Package

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