

Unit Title:	Using office equipment in a business environment
OCR unit number:	K2
Life and Living Skill Area:	Office Practice
Level:	Entry 3
Credit value:	3
Guided learning hours:	30

Unit purpose and aim

The aim of this unit is for learners to develop the knowledge and skills to use office equipment in a business environment.

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
The Learner will: 1 Know what equipment and resources are needed to carry out a range of routine office tasks	The Learner can: 1.1 Select the correct equipment and/or resources from a given range	<p>The learner will be provided with a range of routine tasks to complete activities. A range of office tasks could include: photocopying documents (where the learner shows that they can select the correct equipment i.e. photocopier and the relevant amount of paper needed), printing and sending out letters (where the learner demonstrates that they can choose relevant equipment such as a keyboard, mouse, printer, paper, envelopes and stamps) or send emails (where a learner selects relevant PC equipment to undertake the task, e.g. email software, laptop or another device).</p> <p>Evidence can be provided through asking learners to complete the given tasks and observing the learners, through selecting the equipment/ resources from the office environment or a list (written or pictorial).</p>

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
2 Be able to use key equipment under supervision	2.1 Use key equipment under supervision and following given instructions relating to - functional requirements - health and safety – environmental sustainability	Key equipment could include a photocopier (not wasting paper through checking the settings), using the telephone to make calls, use of email to send messages rather than pen and paper; using the shredder making sure nothing can get caught in the machine eg hair/clothing etc; using a filing cabinet, filing correctly and shutting drawers after use so no one trips over them etc.

Assessment

This unit may be assessed using any method, or combination of methods, which clearly demonstrate that the learning outcomes and assessment criteria have been met.

Possible ways of demonstrating that the assessment criteria have been met are provided in the third column of the unit, these are examples only, learners may demonstrate their ability to meet the criteria in many other ways.

Evidence requirements

Learners should use at least two pieces of equipment under supervision to show they are able to follow instructions and health and safety rules appropriately to complete tasks.

The Record of Assessment and Evidence for this unit must be completed in full and signed by the assessor to confirm the evidence is authentic and meets the requirements of the learning outcomes and assessment criteria. The completed Record of Assessment and Evidence, together with any other appropriate form of evidence that has been generated for the unit, must be submitted for moderation.