Assessment Project 2 - Unpacking the unit of competency – planning for assessment.

This exercise will help you identify the suggested evidence requirements for this unit of competency.

Step 1. – Read the **application** for this unit – what is the unit about?

Step 2. – Read the assessment conditions for the unit – think about WHERE the skills can be demonstrated, WHAT resources and equipment are required to be used, and WHO can conduct the assessment.

Step 3. – Unpack the performance criteria to identify the types of evidence that might be appropriate to collect. Check that the evidence is sufficient to cover the Performance Evidence requirements.

Step 4. – Plan your questions for the competency conversation by reading the Knowledge Evidence requirements.

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| **Unpacking the unit.** | | | |
| **Unit Code** | **BSBTEC101** | **Unit Title** | **Operate digital devices** |
| **STEP 1:** | What is the unit about? | *Summarise the application of this unit* | |
| **STEP 2:** | Where can the skills be demonstrated? | *Refer to assessment conditions* | |
| What resources and equipment are required to be used? | *Refer to assessment conditions* | |
| Who can conduct the assessment? | *Refer to assessment conditions* | |

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| **STEP 3:** Unpacking the unit – what types of evidence might be appropriate to collect? Use the elements as headings in your unpacking document. | | | | |
| **Elements** | **Performance Criteria** | **Knowledge Questions** | | **Observation Checklist** |
| 1. Activate digital device and access features | 1.1 Prepare workspace, furniture and equipment to suit user ergonomic requirements, where required |  | |  |
| 1.2 Activate digital device, and access or log on according to organisation policies and procedures |  | |  |
| 1.3 Identify basic functions and features of digital devices |  | |  |
| 1.4 Customise desktop or application configuration |  | |  |
| 1.5 Request assistance from relevant personnel for using digital device, where required |  | |  |
| 1.6 Access help functions, where required |  | |  |
| 2. Navigate and organise file or application environment | 2.1 Open, close and access file or application by selecting correct desktop or menu icons |  | |  |
| 2.2 Create shortcuts onto the desktop or menu, and request assistance from relevant personnel, where required |  | |  |
| 2.3 Identify and apply keyboard functions for both alpha and numeric keyboard input devices |  | |  |
| 2.4 Create folders and subfolders with relevant names |  | |  |
| 2.5 Identify and access storage devices relevant to the digital device |  | |  |
| 2.6 Download new applications with assistance from relevant stakeholder |  | |  |
| 2.7 Use search functions to locate files or applications |  | |  |
| 3. Edit and update stored information | 3.1 Rename and move folders and subfolders |  | |  |
| 3.2 Remove files or applications as required, with assistance from relevant stakeholder |  | |  |
| 3.3 Open relevant file, document, or application |  | |  |
| 3.4 Edit content of the file, document, application, or similar in accordance with simple instructions |  | |  |
| 3.5 Save changes in digital device |  | |  |
| 4. Deactivate personal digital device | 4.1 Save and close all open files, documents or applications |  | |  |
| 4.2 Deactivate digital device according to user procedures |  | |  |
| **Performance evidence**  The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to: | | | | |
| * on at least three occasions, activate, navigate, and deactivate a digital device. | | |  | |
| In the course of the above, the candidate must: | | | | |
| * follow user procedures to power up and access a digital device | | |  | |
| * follow user procedures and system information when using the basic functions on digital device, seeking assistance where required | | |  | |
| * shut down applications and the device. | | |  | |
| Have you collected enough evidence to cover the Performance Evidence requirements? | | | | |
| **Knowledge evidence**  The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of: | | | | |
| * user procedures for powering up and accessing a digital device | | |  | |
| * key components of the digital system, including what each component does | | |  | |
| * ergonomic issues that impact the use of digital devices | | |  | |
| * key functions of the operating system | | |  | |
| * organisational conventions for naming files. | | |  | |
| **STEP 4:** Think about the questions you will need to ask in the competency conversation – these will be based on the Knowledge Evidence requirements.  *You will write your questions in the Knowledge questions template.* | | | | |