Training Package	Information Technology ICA99	Unit Code
Title:	**Operate computer hardware**	**ICAITU005B**
Unit Descriptor	This unit defines the competency required to determine, select and correctly operate basic computer hardware.	**HSC Indicative Hours:** **20**
Field/Stream	Use Information Technology	
Related Competency Standards	The project life cycle and the IT methodology employed will determine which particular units of competency are relevant to this unit, some include the Project Management, Implementation, Support, Documentation and Teamwork functional areas.	

Key Competencies							
Collect, Analyse, and Organise Information	Communicate Ideas and Information	Plan and Organise Activities	Work with Others and in Teams	Use Mathematical Ideas and Techniques	Solve Problems	Use Technology	Cultural Understandings
1	1	1	1	1	1	1	1

Related learning for the HSC	Resources that may be used for in training and assessment for this unit
Students may draw on skills and knowledge developed in other studies to achieve competency in this unit. This can include: • Systems Design and Development • Information Processes and Technology	• Non-endorsed materials for ICAITU005B • National Information Technology Module ITC301 – Computer Systems Basics • National Information Technology Module ITH302 – PC User Fundamentals • TAFE NSW Module 3625L – Hardware/software portfolio • Computing industry magazines and journals • Computer vendor advertising materials • Computer manuals and tutorials • Materials developed by Registered Training Organisations • Various commercially produced materials including textbooks and computer tutorials

Training Package	Information Technology ICA99	Unit Code
Title:	**Operate Computer Hardware**	**ICAITU005B**
Unit Descriptor	This unit defines the competency required to determine, select and correctly operate basic computer hardware.	**HSC Indicative Hours: 20**
Field/Stream	Use Information Technology	
Related Competency Standards	The project life cycle and the IT methodology employed will determine which particular units of competency are relevant to this unit, some include the Project Management, Implementation, Support, Documentation and Teamwork functional areas.	

Element of Competency	Performance Criteria	Underpinning Skills and Knowledge	Evidence Requirements	HSC Requirements
1. Use appropriate office peripherals	1. Functions of office peripherals are identified 2. Requirements of task are determined 3. Appropriate hardware is selected to perform task 4. Hardware is used to produce required outcome	• OH&S principles and responsibilities • Ergonomic principles to avoid back, wrist and eye strain • Procedures and exercises for avoiding strain and injury • Basic knowledge of current industry accepted hardware and software products with broad knowledge of general features and capabilities	**Critical aspects of assessment** Assessment must confirm the ability to determine, select and use hardware components and functions correctly and efficiently according to the task requirement. Hardware consumables are correctly identified and utilised according to the task requirement.	**Key Terms and Concepts** • system unit, monitor, mouse, keyboard, printer • input, processing, output devices • operating system • network, file server • printer queues • consumables • boot process • log on/off, computer security • system administrator • ports, cables, hardware cards

Element of Competency	Performance Criteria	Underpinning Skills and Knowledge	Evidence Requirements	HSC Requirements
2. Operate and maintain a range of hardware	1. A range of hardware equipment is operated to complete routine tasks 2. Hardware consumables are determined and replaced	• Reading and writing at a level where basic workplace documents are understood • Decision-making skills in a narrow range of areas • Problem-solving skills for a defined range of predictable problems	**Interdependent units of assessment** The interdependence of units of competency for assessment will vary with the particular project or scenario. This unit has importance to a range of IT services and should therefore be assessed in a holistic manner with the technical/support units.	**Learning experiences for the HSC must include:** • logging onto and logging off from a computer network • adjusting a monitor to suit individual needs • printing to two or more printer queues using a variety of printer settings • adding paper to a printer • replacing toner in a printer • formatting a floppy disk using different switches/options • saving files onto a floppy disk • accessing files/applications from a CD-ROM • the use of Operating System tools and utilities to determine hardware properties and status • the use of software to manage and report upon hardware devices • reading and acting upon instructions supplied with hardware
3. Use keyboard and equipment	1. Occupational Health and Safety regulations are followed 2. Keyboarding is carried out according to organisation guidelines on speed and accuracy			

Resources	Competency can be demonstrated in a simulated environment. Peers and supervisors for obtaining information on the extent and quality of the contribution made.
Consistency	Competence in this unit needs to be assessed using formative assessment to ensure consistency of performance in a range of contexts.
Context	Work is carried out under direct supervision. An individual demonstrating these competencies would be able to: • demonstrate knowledge by recall in a narrow range of areas • demonstrate basic practical skills, such as the use of relevant tools • perform a sequence of routine tasks given clear direction, and • receive and pass on messages/information. This competency can be assessed in the workplace or in a simulated environment.
Range of Variables	
Variable	**Scope**
Hardware	Variables may include, but are limited to: personal computers, networked systems, personal organisers, communications equipment; peripherals may include, printers, scanners, tape cartridges, speakers, multi media kits; keyboard equipment may include mouse, touch pad, keyboard, pens.
Technical instructions	Technical instructions for use of specific computer hardware.
Occupational Health and Safety	Guidelines relate to the use of screen-based equipment, computing equipment and peripherals, and ergonomic workstations.
Organisational	Variables may include, but are not limited to: security procedures; Occupational Health and Safety procedures; maintenance procedures.
OH&S standards	As per company, statutory and vendor requirements. Ergonomic and environmental factors must be considered during the demonstration of this competency.
Organisational standards	Maybe used upon formal, well documented methodologies or non-existent. For training delivery purposes, best practice examples from industry will be used.
Quality process	Some organisations may be quality certified and have well-document standards for addressing quality while others will not.