OCR
Oxford Cambridge and RSA

Unit Title:	**Use office equipment**
OCR unit number:	12
Level:	1
Credit value:	2
Guided learning hours:	10
Unit reference number:	T/506/1803

Unit aim and purpose

This unit aims to develop the knowledge and skills required to use office equipment. Upon completion of this unit, learners will be able to use office equipment.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Know how to use office equipment	**The Learner can:** 1.1 State how to choose equipment and resources for a task 1.2 Describe **organisational procedures** for keeping equipment clean, hygienic and replenished with consumables	**Organisational procedures** may include, but are not exclusive to: • Processes • Systems • Directives
2 Be able to use office equipment	2.1 Follow **manufacturers' instructions and organisational** procedures when using office equipment 2.2 Keep equipment clean, hygienic and replenished with **consumables** 2.3 Minimise wastage in the use of resources 2.4 Take action to ensure the work area is left to **agreed standards** ready for the next user	**Manufacturers' instructions** may include: • Instruction leaflets • Safe usage guidelines **Organisational procedures** may include: • Processes • Systems • Directives **Consumables** are products that consumers use recurrently, i.e., items which "get used up" or discarded. For example consumable office supplies are such products as paper, pens, file folders, post-it notes, computer disks, and toner or ink cartridges. **Agreed standards** may include, but are not exclusive to: • Written standards, policies or processes • Verbal agreements

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Learning Outcomes	Assessment Criteria	Additional Guidance
	2.5 Report faults and problems to the **right person** promptly	• Standards defined through training **Right person** will be based on the organisational structure, e.g. • Manager • Supervisor • Supplier

Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Business & Administration (2013) National Occupational Standards:	CFABAA231	• Use office equipment

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .

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