

Title	Demonstrate knowledge of and use office automation systems		
Level	3	Credits	4

Purpose	People credited with this unit standard are able to demonstrate knowledge of office automation systems, and use office automation system applications.
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Classification	Business Administration > Business Information Management
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Available grade	Achieved
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Guidance Information

- 1 All activities associated with this unit standard must comply with occupational health and safety guidelines and recommendations in relation to working environment and work practices. Reference for this unit standard includes <http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/visual-display-unit-safely-how-to-use-your/howtousevdu.pdf>.
- 2 Definitions
Office automation systems refer to electronic/digital tools for the creation, storage, modification, display, integration, and communication of information which may include – written, verbal, visual, and electronic forms.
Internal systems refer to systems used to share information inside an organisation.
External systems refer to systems used to share information outside of an organisation.
Organisational requirements refer to the management practices used by the organisation.
- 3 The following legislation and subsequent amendments provide reference, where needed, for this unit standard:
 Health and Safety in Employment Act 1992
 Copyright Act 1994.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of office automation systems.

Performance criteria

- 1.1 Concepts and functions of office automation systems are explained in terms of integrated communication systems.

Range telecommunication, computer communication, voice and video data, copying and publishing.

1.2 Internal and external office automation systems are described in terms of their benefits and limitations for processing and providing information.

Range may include but is not limited to – local area networks, wide area networks, electronic mail systems, data sharing systems, internet applications, imaging and optical character recognition systems, voice recognition systems; evidence of four systems is required.

1.3 Digital conferencing systems and services are described in terms of their features, functions and use in office automation systems.

Range may include but is not limited to – audio conferencing; video conferencing; audio visual systems; streaming video; web conferencing; conferencing services; evidence of three systems and one service is required.

Outcome 2

Use office automation system applications.

Performance criteria

2.1 Office automation systems that incorporate integrated applications are used to communicate information in accordance with information output required.

Range may include but is not limited to – transferring of data between various applications and hardware componentry (for example, scanners, cameras); using shared digital storage and retrieval systems; using digital personal information managers (for example, calendars, shared scheduling, cell phones); utilising text, graphics and other media obtained from the Internet (for example, .wav file as background sound for PowerPoint presentation); evidence of three systems is required.

2.2 Office automation systems are used in accordance with equipment guidelines and organisational requirements.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 March 1993	31 December 2011
Review	2	27 June 1996	31 December 2011
Review	3	28 April 1997	31 December 2011
Review	4	28 June 1999	31 December 2011
Review	5	26 September 2005	31 December 2012
Review	6	17 December 2010	31 December 2017
Rollover and Revision	7	16 April 2015	31 December 2022
Review	8	27 February 2020	31 December 2022

Consent and Moderation Requirements (CMR) reference	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.