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| Title | Perform basic computing functions in a manufacturing environment | | |
| Level | 2 | Credits | 2 |

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| Purpose | People credited with this unit standard are able to: explain the basic terminology, methods of operation, and techniques used for computing functions in a manufacturing environment; and apply the basic terminology, methods of operation, and techniques on a manufacturing computerised system. |
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| Classification | Manufacturing Skills > Manufacturing Processes |
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| Available grade | Achieved |
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Guidance Information

- 1 Legislation relevant to this unit standard includes but is not limited to the: Health and Safety at Work Act 2015.
- 2 Definitions

Computerised system may refer to: customised applications, spreadsheets, databases, or tables used on stand-alone computers, networked computers, dumb terminals, or touch screen terminals.

Workplace procedures refer to procedures used by the organisation carrying out the work and applicable to the tasks being carried out. Examples are – standard operating procedures, site safety procedures, equipment operating procedures, codes of practice, quality management practices and standards, and procedures to comply with legislative and local body requirements.
- 3 Assessment information
 - a All activities and evidence must be in accordance with workplace procedures.
 - b This unit standard will be assessed on the basis of evidence of demonstrated and repeatable performance in the workplace.

Outcomes and performance criteria

Outcome 1

Explain the basic terminology, methods of operation, and techniques used for computing functions in a manufacturing environment.

Performance criteria

- 1.1 Basic terminology of a computerised system is explained in the workplace context.
- Range may include but is not limited to – personal computer, networked computer, dumb terminal, touch screen terminal, keyboard, mouse, menu, application, spreadsheet, database, table, directory, file, document.
- 1.2 Basic methods of operating a computerised system are explained in the workplace context.
- Range may include but is not limited to – start-up, login, accessing application, data input, saving, logout, shut-down.
- 1.3 Basic techniques used on a computerised system are explained in the workplace context.
- Range may include but is not limited to – accessing, entering, navigating, manipulating, or formatting information.

Outcome 2

Apply the basic terminology, methods of operation, and techniques on a manufacturing computerised system.

Performance criteria

- 2.1 Computerised system is started up and application to be used is accessed.
- 2.2 Keyboard, mouse, or touch screen commands are used.
- 2.3 Information is accessed or entered, and navigated.
- Range accessed may include but is not limited to – product details, production requirements, maintenance reports;
entered may include but is not limited to – output rates, rejection rates, product variances, timesheet details;
navigated may include but is not limited to – use of menus, moving from screen to screen, use of scroll bars.
- 2.4 Where required, information is manipulated and formatted.

Range manipulated may include but is not limited to – move, copy, insert, delete, perform calculations;
formatted may include but is not limited to – bold, underline, italics, insert column and/or row, resize column and/or row.

2.5 Information is saved, application is closed, and computerised system is shut down in accordance with system features.

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| Planned review date | 31 December 2025 |
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Status information and last date for assessment for superseded versions

| Process | Version | Date | Last Date for Assessment |
|--------------|---------|----------------|--------------------------|
| Registration | 1 | 26 July 2005 | 31 December 2012 |
| Revision | 2 | 24 August 2007 | 31 December 2014 |
| Review | 3 | 18 March 2011 | 31 December 2023 |
| Review | 4 | 26 August 2021 | N/A |

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| Consent and Moderation Requirements (CMR) reference | 0013 |
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Competenz qualifications@competenz.org.nz if you wish to suggest changes to the content of this unit standard.