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### Overview

This standard is about producing work to agreed requirements and deadlines using a range of office equipment (such as photocopiers, faxes, binders, laminators, printers or PCs) applying the necessary standards of health and safety and operating practice. It includes dealing with or reporting any problems and leaving the equipment ready for the next user. It is for administrators who produce work using office equipment.

# CFABAA231 - SQA Code HC94 04

## Use office equipment

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### Performance criteria

- You must be able to:*
- P1 locate and select the equipment and resources needed for the task
  - P2 follow manufacturer's, organisational operating instructions and health and safety requirements for different equipment
  - P3 waste as few resources as possible
  - P4 keep the equipment clean and hygienic
  - P5 deal with equipment and resource problems according to manufacturer's and organisational procedures
  - P6 report problems that cannot be dealt with personally to the appropriate colleague
  - P7 make sure the final work product meets the agreed requirements
  - P8 produce the work product within agreed timescales
  - P9 make sure the equipment, resources and work area are ready for the next user

# CFABAA231 - SQA Code HC94 04

## Use office equipment

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### Knowledge and understanding

*You need to know and understand:*

- K1 the different types of office equipment, their features and what they can be used for
- K2 how to choose equipment and resources that are appropriate for the task
- K3 the reasons for following manufacturers' and organisational instructions when operating equipment
- K4 how to use different types of office equipment safely
- K5 the reasons for keeping waste to a minimum and how to do so
- K6 the reasons for keeping equipment clean and hygienic
- K7 the types of equipment and resource faults you are likely to experience and the correct way of dealing with these
- K8 the purpose of leaving equipment, resources and work area ready for the next user

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## Additional Information

### Skills

1. communicating
2. organising
3. planning
4. problem-solving
5. using technology

**Links to other NOS** Business Resources

The candidate and assessor must only sign below when all Performance Criteria and Knowledge points have been met.

**Unit assessed as being complete**

<b>Candidate's Name:</b>	
<b>Candidate's Signature:</b>	
<b>Date submitted to assessor as complete:</b>	

<b>Assessor's Name:</b>	
<b>Assessor's Signature:</b>	
<b>Date assessed as complete:</b>	

**Internal Verification —**

to be completed in accordance with centre's IV strategy

<b>Evidence for this Unit was sampled on the following date/s:</b>	<b>IV's Signature</b>	<b>IV's Name</b>

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

<b>Date of admin check</b>	<b>IV's Signature</b>	<b>IV's Name</b>

**Unit completion confirmed**

<b>IV's Name:</b>	
<b>IV's Signature:</b>	
<b>Date complete:</b>	