

109 Use office equipment

Summary

Use a range of office equipment to carry out administrative tasks

You will apply the following skills:

- Organising
- Communicating
- Using technology

Performance Indicators

You will:

1. Confirm the equipment and resources you need for the task
2. Follow the manufacturer's operating instructions
3. Waste as few resources as possible
4. Keep the equipment clean and hygienic
5. Report problems with equipment and resources
6. Make sure the final work product meets the required standard
7. Produce work product within agreed timescales
8. Make sure the equipment, resources and work area are ready for the next user

Knowledge

You will know:

1. The different types of office equipment and what they can be used for
2. Why it is important to follow manufacturers' instructions when operating equipment
3. How to keep waste to a minimum
4. How to keep equipment clean and hygienic
5. The person you should report problems to
6. Why it is important to meet work standards and deadlines
7. Why it is important to leave the equipment, resources and work area ready for the next user