

Unit PPL2FOH6 (HL38 04) Use Office Equipment

I confirm that the evidence detailed in this unit is my own work.

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| **Candidate’s name** |  | **Candidate’s signature** |  | **Date** |
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I confirm that the candidate has achieved all the requirements of this unit.

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| **Assessor’s name** |  | **Assessor’s signature** |  | **Date** |
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| **Countersigning — Assessor’s name**  **(if applicable)** |  | **Countersigning — Assessor’s signature**  **(if applicable)** |  | **Date** |
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I confirm that the candidate’s sampled work meets the standards specified for this unit and may be presented for external verification.

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| **Internal verifier’s name** |  | **Internal verifier’s signature** |  | **Date** |
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| **Countersigning — Internal verifier’s name**  **(if applicable)** |  | **Countersigning — Internal verifier’s signature**  **(if applicable)** |  | **Date** |
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| **External Verifier’s initials and date (if sampled)** |  |

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| **Unit overview** |
| This unit is about how to use 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 is for people that have access to and regularly use the listed equipment. If you are aware of how to use all your equipment it will assist you in ensuring you can carry out your job effectively and efficiently. |

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| **Sufficiency of evidence** |
| There must be sufficient evidence to ensure that the candidate can consistently achieve the required standard over a period of time in the workplace or approved realistic working environment. |

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| **Performance criteria** |
| **What you must do:** |
| There must be evidence for all Performance Criteria (PC). The assessor **must** assess PCs 1-4 and 7-9 by directly observing the candidate’s work. PCs 5 and 6 may be assessed by alternative methods if observation is not possible. |
| **1 Locate and select the equipment and resources needed for the task.**  **2 Follow manufacturer's and organisational operating instructions and health and safety requirements for different equipment.**  **3 Use resources efficiently, following all environmental and sustainability guidelines.**  **4 Keep the equipment clean and hygienic.**  5 Deal with equipment and resource problems according to manufacturer's and organisational procedures.  6 Report problems you cannot deal with personally to the appropriate person.  **7 Confirm the final work product meets the agreed requirements.**  **8 Produce the work product within agreed timescales.**  **9 Leave the equipment, resources and work area ready for the next user.** |

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| **Evidence reference** | **Evidence description** | **Date** | **Performance criteria** | | | | | | | | |
| **What you must do** | | | | | | | | |
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| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** |
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| **Knowledge and understanding** | | **Evidence reference**  **and date** |
| **What you must know and understand** | |
| For those knowledge statements that relate to **how** the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In **all** other cases, evidence of the candidate’s knowledge and understanding must be gathered by alternative methods of assessment (eg oral or written questioning). | |
| 1 | The different types of office equipment, their features and what they can be used for |  |
| 2 | How to choose equipment and resources that are appropriate for the task |  |
| 3 | The reasons for following manufacturers' and organisational instructions when operating equipment |  |
| 4 | How to use different types of office equipment safely |  |
| 5 | The reasons for keeping waste to a minimum and how to do so |  |
| 6 | The reasons for keeping equipment clean and hygienic |  |
| 7 | The reasons for following manufacturers' instructions and organisational procedures when dealing with equipment faults |  |
| 8 | The types of equipment and resource faults you are likely to experience and the correct way of dealing with these |  |
| 9 | The purpose of meeting work standards and deadlines |  |
| 10 | The purpose of leaving equipment, resources and work area ready for the next user to agreed requirements |  |
| 11 | Organisational environmental and sustainability guidelines and why they are important |  |

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# Supplementary evidence

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| **Evidence** | | **Date** |
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| **Assessor feedback on completion of the unit** |
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