

# Workplace Learning: On-the-Job



**BSBADM101A**

**USE BUSINESS  
EQUIPMENT EFFECTIVELY**  
(40hrs)

Visit:  
[www.cometbaycollegedctura.edu.au](http://www.cometbaycollegedctura.edu.au)  
(Career Development Centre  
tab) for supporting  
documents, activities and  
other information...

This mode of workplace learning has a focus on students gathering evidence through a workplace experience to demonstrate competence in one or more VET units of competence.

## Achievement Requirements:

To be deemed 'competent' in this mode of workplace learning, students must meet the following:

1. A MINIMUM requirement of 55 hours IN THE WORKPLACE.
2. Logbook completion
3. Display Book (Portfolio) containing:

Personal Resume`  
Worksafe Certificates  
Work samples/work booklets  
*(as detailed on the Comet Bay College Website under the Career Development Centre tab).*

***Students are required to gather evidence in the workplace where possible and complete all tasks during Tutorial periods.***

## The Log Book

**We cannot stress enough the importance of the Logbook.**

1. This log book is a valuable document and it is the responsibility of the student to keep it safe. Without this record of your achievements you may not receive your assessment.
2. Once your placement is confirmed, contact your workplace trainer and arrange an interview time to meet with them PRIOR to your commencement to find out what is required of you (uniform, special arrangements etc).
3. Fill out the **attendance record EVERY DAY** to track the number of hours you have completed. **Ensure your workplace supervisor signs against your hours at the end of each day.** The full certificate I requires approximately 150 hours in total to be completed in the workplace, your logbook is proof of you having done this.
4. Ensure you record the tasks you are completing on the **daily training schedule sheets and where possible link them to units of competency.**
5. Collect any documents, photos or examples of work completed on your placement or as part of your associated school course. These are to be presented in your display book/portfolio.

## Important Information

### Confidentiality

You may be exposed to information about the business and clients that will be confidential. You will be expected to maintain privacy by not repeating any of this information. In some cases, employees may want you to sign a confidentiality contract.

Ask your workplace trainer what is considered to be confidential if you are unsure.

### What if there is a misunderstanding?

If there is a misunderstanding during your work placement you should discuss it with your workplace trainer or employer first and then inform your school workplace learning coordinator. If you find it difficult to discuss the misunderstanding with the employer or workplace trainer, speak to your school workplace learning coordinator.

Misunderstandings may include the following:

- unsafe Occupational Safety and Health practices
- inadequate supervision or learning opportunities provided in the workplace
- unreasonable work requests by the workplace supervisor or trainer
- problems regarding assessment.

### Accidents in the Workplace

Make sure you are familiar with the workplace safety procedures. The following steps should be taken in the event of an accident in the workplace:

- report it to the workplace supervisor immediately
- contact your school workplace learning coordinator as soon as possible
- complete an accident report form and give it to your school workplace learning coordinator (forms available from the Career Development Centre).

Keep all the relevant medical certificates and accounts for any insurance claims that may be made. **Remember you are not covered under Workers Compensation.**

## Completing the requirements for a Certificate I in Business

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Students will only be enrolled in 3 Units of Competence in Year 11 and 3 in Year 12 as the program is designed to be completed over 2 years.

**Students are required to gather evidence in the workplace where possible and complete all tasks during Tutorial periods.**

### IMPORTANT NOTE

All of your work (certificates, references, worksheets) must be kept in a display file and produced as evidence to enable your assessment.. You will be asked to submit your work at the end of each Semester.

### **Physical Education Studies students only:**

If you are completing the requirements for a Certificate II in Sport (Coaching) BSBIND201A AND BSBWOR202A are prerequisites for the qualification. Not meeting the requirements for these units will result in non completion of the Certificate II in Sport qualification.

# Use Business Equipment and Resources - Performance Criteria

## (BSBADM101A)

You are assessed on the following PERFORMANCE CRITERIA and your demonstrated SKILLS AND KNOWLEDGE for this unit:

Element	Performance criteria
1. Select equipment or resources	<p>1.1 Identify and access <b>business equipment</b> or <b>resources</b> required to complete task under direct instructions</p> <p>1.2 Estimate quantities and resources correctly to complete the task</p> <p>1.3 Check equipment for serviceability in accordance with <b>equipment instructions</b></p>
2. Operate equipment	<p>2.1 Operate equipment in accordance with manufacturer's specifications and under direct instructions</p> <p>2.2 Identify equipment faults accurately and take action to ensure equipment is repaired in accordance with manufacturer's specifications</p> <p>2.3 Report repairs outside area of own responsibility to <b>appropriate persons</b></p>
3. Maintain equipment or resources	<p>3.1 Maintain equipment or resources to support completion of tasks under direct instructions</p> <p>3.2 Undertake <b>maintenance</b> to ensure equipment meets manufacturer's specifications</p> <p>3.3 Maintain <b>records</b> concerning equipment or resources under direct instructions</p> <p>3.4 Store equipment and resources under direct instructions</p>

## Skills and Knowledge

**SKILLS - You will be required to demonstrate the following skills in order to complete this unit:**

- literacy skills to identify work requirements and to process basic, relevant workplace documentation;
- communication skills to identify lines of communication, to request advice, to effectively question, to follow instructions, to receive feedback and to report equipment faults;
- problem-solving skills to solve routine problems related to business equipment and to determine appropriate fault repair actions while under direct supervision;
- technology skills to use business equipment under direct supervision.

**KNOWLEDGE - You must be able to demonstrate your knowledge of the:**

- key provisions of relevant legislation from all levels of government that may affect aspects of business operations, such as Occupational Health and Safety (OHS);
- functions of a range of business equipment;
- correct shut-down procedures for a range of business equipment;
- common equipment faults;
- routine maintenance procedures.

# WORKSHEETS

## (Use Business Equipment and Resources)

Complete the following tasks and answer the all of the questions below.  
Your workplace is a good resource to assist you.



## Tasks

*Work items referred to below are all located under the Career Development Centre tab on the CBC Website.*

1. Become familiar with the operation of five of the following pieces of equipment.

You need to be able to demonstrate how each is used.

This task may either be completed in your workplace with your supervisor or in your school with your teacher.

2. For each piece of equipment listed in the table overpage, briefly provide a description of how you demonstrated the effective use of that resource and answer the questions appropriately for each item:

- **You will need some time to research and prepare some of your answers.**

Over please...

## Operation of Equipment - Table Task

Equipment	Demonstrated use	What are the main OHS issues associated with this piece of equipment?	How would you ensure the equipment was well maintained?	Who do you think you would need to call for service on the equipment?
EXAMPLE: SCANNER	<i>Placed document on screen. Selected folder on computer to save image to. Initiated scan. Checked document had saved to relevant destination for attachment to a working document.</i>	<i>Maintenance of cord, electrical wiring.</i>	<i>That service checks were up to date. Regular spot-checks so that any damage to the equipment can be reported in a timely manner.</i>	<i>The provider? The Business manager?</i>
Computer				
Photocopier				
Printer				

Equipment	Demonstrated use	What are the main OHS issues associated with this piece of equipment?	How would you ensure the equipment was well maintained?	Who do you think you would need to call for service on the equipment?
Binder				
Answering machine				
Telephone				
Fax				



Equipment	Demonstrated use	What are the main OHS issues associated with this piece of equipment?	How would you ensure the equipment was well maintained?	Who do you think you would need to call for service on the equipment?
Electric stapler				
Other Specify: _____				

Place the completed sheets in your portfolio for marking and assessment.

## Complete Questions 1-3

1. What would you do if you didn't know how to operate a piece of equipment in the workplace?

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2. What process would you go through if your computer stopped working suddenly at work?

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3. If you are asked to get a piece of equipment from work serviced what would be the steps you would cover?

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END OF TASKS

**Place the completed sheets in your portfolio for marking and assessment.**

# WORKPLACE PERFORMANCE

Did the student perform the following skills?	✓	✗	Comments
Select appropriate equipment for the job			
Operate equipment appropriately			
Undertake basic maintenance			
Store equipment and resources appropriately			
Complete records re equipment use if applicable			

## Workplace supervisor comment:

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Workplace supervisor signature

\_\_\_\_\_  
Date

## Student comment/reflection:

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Student Signature

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Date