## Training Package
**ENTERTAINMENT INDUSTRY (CUE98)**

### Title:
**USE INFORMATION TECHNOLOGY**

### Unit Code
**CUECLE2A**

This unit refers to operating computer hardware and computer packages.

### HSC Indicative Hours:
20

### Methods and Context of Assessment
This unit may be assessed on or off the job.

### Critical aspects of Evidence
Evidence to demonstrate consistent achievement of this unit’s outcomes include:
- operating computer hardware, computer software within the range of situations for the job role

### Concurrent Assessment

### Resource Requirements
Resource requirements include:
- relevant computer hardware and equipment as identified in the Range of Variables
- relevant manuals and training booklets

### Key Terms and Concepts:
- data
- hardware
- software
- keyboard
- program
- document
- application
- directory
- online help
- retrieval
- file
- network
- work station
- commercial software
- institution specific
- Occupational Health and Safety
- technical support
<table>
<thead>
<tr>
<th>ELEMENT</th>
<th>PERFORMANCE CRITERIA</th>
<th>RANGE OF VARIABLES</th>
<th>EVIDENCE GUIDE</th>
<th>HSC REQUIREMENTS AND ADVICE</th>
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| 1. Operate computer hardware | • Appropriate computer hardware and related equipment is used to produce the required outcome in accordance with the requirements of the task  
• A range of computer hardware and related equipment is operated and maintained to complete routine tasks  
• Keyboard and equipment are used according to relevant organisation procedures and OH&S guidelines | The following variables may apply:  
Computer hardware and related equipment may include:  
• personal computers  
• networked systems  
• personal organisers  
• communications equipment  
• printers, scanners, tape cartridges  
• speakers  
• multimedia kits  
• mouse  
• touch pad  
• keyboard  
• pens | **UNDERPINNING KNOWLEDGE AND SKILLS**  
Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard. Skills and knowledge required in:  
• basic IT terminology  
• ergonomic principles and practices to avoid muscle strain  
• general OH&S principles and responsibilities  
• reading and interpreting basic workplace documents and user manuals  
• speaking in a friendly and culturally appropriate manner  
• writing workplace documents  
• follow written and/or verbal instructions  
• relevant organisational and/or legislative requirements | **Learning experiences for the HSC must include:**  
- An understanding of the use of personal computers, networks, organisers, printers and related hardware  
- The ability to identify appropriate equipment for particular tasks  
- An understanding of simple maintenance procedures and or referral points for a range of problems including those which are complex  
- An understanding of the characteristics of a safe working environment and the implementation of safe working practices relating to the safe use of equipment identified in the Range of Variables |
| 2. Operate computer packages | • Appropriate software is used to produce the required outcome in accordance with the requirements of the task  
• Documents are saved and stored in appropriate directory  
• Data is accessed/produced, retrieved and manipulated to meet the requirements of the task  
• Files are saved in appropriate directory and application is exited without losing data | OH&S guidelines relate to the safe use of:  
• screen-based equipment  
• computing equipment  
• related equipment  
• work stations  
The organisation procedures may relate to:  
• security procedures  
• OH&S procedures  
• maintenance procedures | | **Learning experiences for the HSC must include:**  
- An understanding of appropriate software for particular tasks and the use of commercial and institutional specific software applications  
- An understanding of the importance of proficiency in accessing, retrieving, manipulating and saving data |
### KEY COMPETENCIES

<table>
<thead>
<tr>
<th>Key Competency</th>
<th>Level</th>
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<tbody>
<tr>
<td>Collecting, analysing and organising ideas and information</td>
<td>1</td>
</tr>
<tr>
<td>Communicating ideas and information</td>
<td>1</td>
</tr>
<tr>
<td>Planning and organising activities</td>
<td>1</td>
</tr>
<tr>
<td>Solving problems</td>
<td>1</td>
</tr>
<tr>
<td>Using technology</td>
<td>1</td>
</tr>
</tbody>
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### KEY COMPETENCY LEVELS

- **Level 1**: Demonstrates basic understanding and application of the key competency.

### 3. Seek assistance

- Online help is used to overcome basic difficulties with applications
- Manuals and training booklets are used to solve minor problems
- Assistance is sought from technical support as required

Documents may include but are not limited to:
- established files
- applications

Software variables may include:
- commercial software applications
- institution-specific software
- word processing, spreadsheet, database, graphic, communication packages and presentation functions

Learning experiences for the HSC must include:
- Understanding of how to access and use online help, paper based manuals and technical assistance when problems occur