3. DEMONSTRATE DIGITAL LITERACY

UNIT CODE: ENG/OS/AUT/BC/3/3/A

UNIT DESCRIPTION

This unit covers the competencies required to demonstrate digital literacy in a working environment. It entails identifying computer software and hardware, applying security measures to data, hardware, software, applying computer software in solving tasks and applying internet and email in communication at workplace.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. *Bold and italicized terms are elaborated in the Range*
1. Identify computer software and hardware	1.1 *Computer software* are identified according to manufacturer's specification 1.2 *Appropriate computer hardware* is identified according to manufacturer's specification
2. Apply security measures to data, hardware, software	2.1 *Data security and privacy are classified* in accordance with the technological situation 2.2 *Security and control measures* are applied in accordance with laws governing protection of ICT 2.3 Computer threats and crimes are detected in accordance with information management guidelines. 2.4 Protection against computer crimes is undertaken in accordance with laws governing protection of ICT
3. Apply computer software in solving tasks	3.1 Basic *word processing concepts* are applied in resolving workplace tasks as per job requirement. 3.2 *Word processing utilities* are applied in accordance with workplace procedures 3.3 Data is manipulated on worksheet in accordance with office procedures
4. Apply internet and email in	4.1 Electronic mail is applied in workplace communication in accordance with office procedures

communication at workplace	4.2 Office internet functions are defined and executed in accordance with office procedures
	4.3 *Network configuration* and uses are determined in accordance with office operations procedures

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range
1. Computer software may include but not limited to:	● Operating system ● MS office ● Web browser Media players
2. Computer hardware may include but not limited to:	● Computer Case ● Monitor ● Keyboard ● Mouse ● Hard Disk Drive ● Motherboard ● Video Card
3. Data security and privacy may include but not limited to:	● Confidentiality ● Cloud computing ● Confidentiality ● Cyber terrorism ● Integrity -but-curious data serving
4. Security and control measures may include but not limited to:	● Countermeasures and risk reduction ● Cyber threat issues ● Risk management
5. Word processing concepts may include but not limited to:	● Create ● Edit ● Print ● Documents

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Analytical skills
- Interpretation
- Typing
- Communication
- Computing skills
- Basic ICT skills

Required Knowledge

The individual needs to demonstrate knowledge of:

- Input and output devices
- Central processing Unit (CPU)
- Peripherals
- Storage Media
- Software concept
- Types of concept
- Function of computer software
- Data security and privacy
- Security threats and control measures
- Computer crimes
- Detection and protection of computer crimes
- Laws governing protection of ICT
- Word processing;
  - Functions and concepts of word processing.
  - Documents and tables creation and manipulations
  - Mail merging
  - Word processing utilities
- Spread sheet;
  - Meaning, formulae, function and charts, uses, layout, data manipulation and application to cell

- Networking and Internet;
  - Meaning, functions and uses of networking and internet.
  - Electronic mail and world wide web
- Emerging trends and issues in ICT;
  - Identify and apply emerging trends and issues in ICT
  - Challenges posed by emerging trends and issues

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical Aspects of Competency	Assessment requires evidence that the candidate:
	1.1 Identified input, output, CPU and storage media devices of computers in accordance to computer specification
	1.2 Identified concepts, types and functions of computer software according to operation manual
	1.3 Identified and controlled security threats
	1.4 Detected and protected computer crimes
	1.5 Applied word processing in office tasks
	1.6 Prepared work sheet and applied data to the cells in accordance to workplace procedures
	1.7 Used Electronic Mail for office communication as per workplace procedure
	1.8 Applied internet and World Wide Web for office tasks in accordance with office procedures
	1.9 Applied laws governing protection of ICT
2. Resource Implications for competence assessment	The following resources should be provided:
	2.1 Access to relevant workplace where assessment can take place
	2.2 Appropriately simulated environment where assessment can take place
	2.3 Materials relevant to the proposed activity or tasks
3. Methods of Assessment	Competency may be assessed through:
	3.1 Written Test
	3.2 Observation
	3.3 Practical assignment
	3.4 Interview
	3.5 Oral Questioning

4. Context of Assessment	Competency may be assessed 4.1 On the job 4.2 Off the job 4.3 During industrial attachment
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

4. **DEMONSTRATE ENTREPRENEURIAL SKILLS**

UNIT CODE : ENG/OS/AUT/BC/1/4/A

UNIT DESCRIPTION

This unit specifies the competencies required to demonstrate Entrepreneurial skills. It involves developing entrepreneurial culture, identifying entrepreneurial opportunities, starting, operating and growing a small business.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function.	**PERFORMANCE CRITERIA** These are assessable statements which specify the required level of performance for each of the elements. Bold and italicized terms are elaborated in the Range
1. Develop entrepreneurial culture	1.1 *Entrepreneurship terminologies* are defined following established procedures. 1.2 Contribution of entrepreneurship towards national development is identified in accordance to national development goals 1.3 Self-employment benefit are identified and emphasized to help create a positive attitude 1.4 Cultural factors that promote or inhibit entrepreneurial development are identified and emphasis made on entrepreneurial promotion