

# Unit 4223-058 Use office equipment

**Level:** 2  
**Credit value:** 4  
**UAN number:** H/601/2493

## Unit aim

This unit is about using a variety of different office equipment following manufacturers' and organisational guidelines

## Learning outcomes

There are **seven** learning outcomes to this unit. The learner will:

- 1 Know about different types of office equipment and its uses
- 2 Understand the purpose of following instructions and health and safety procedures
- 3 Understand how to use equipment in a way that minimises waste
- 4 Know about the different types of problems that may occur and how to deal with them
- 5 Understand the purpose of meeting work standards and deadlines
- 6 Understand the purpose of leaving equipment and the work area ready for the next user
- 7 Be able to use office equipment

## Guided learning hours

It is recommended that **18** hours should be allocated for this unit, although patterns of delivery are likely to vary.

## Details of the relationship between the unit and relevant national standards

This unit is linked to the NOS BA221.

## Assessment

This unit will be assessed by:

- o an assignment covering practical skills and underpinning knowledge.

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## Assessment criteria

### **Outcome 1 Know about different types of office equipment and its uses**

The learner can:

1. Identify different types of equipment and their uses
2. Describe the different features of different types of office equipment
3. Explain why different types of equipment are chosen for tasks
4. Explain the purpose of following manufacturer's instructions when using equipment

### **Outcome 2 Understand the purpose of following instructions and health and safety procedures**

The learner can:

1. Explain the purpose of following organisational instructions when using equipment
2. Identify health and safety procedures for using different types of equipment
3. Explain the purpose of following health and safety procedures when using equipment
4. Explain the purpose of keeping equipment clean and hygienic

### **Outcome 3 Understand how to use equipment in a way that minimises waste**

The learner can:

- 1 Give examples of waste when using equipment
- 2 Give examples of ways to reduce waste
- 3 Explain the purpose of minimising waste

### **Outcome 4 Know about the different types of problems that may occur and how to deal with them**

The learner can:

- 1 Give examples of equipment problems
- 2 Explain the purpose of following manufacturer's instructions and organisational procedures when dealing with problems
- 3 Give examples of how to deal with problems

### **Outcome 5 Understand the purpose of meeting work standards and deadlines**

The learner can:

1. Explain the purpose of meeting work standards and deadlines when using equipment

## **Outcome 6 Understand the purpose of leaving equipment and the work area ready for the next user**

The learner can:

- 1 Explain the purpose of leaving equipment and the work area ready for the next user

## **Outcome 7 Be able to use office equipment**

The learner can:

1. Locate and select equipment needed for a task
2. Use equipment following manufacturer's and organisational guidelines
3. Use equipment minimising waste
4. Keep equipment clean and hygienic
5. Deal with equipment problems following manufacturer's and organisational procedures
6. Refer problems, if required
7. Make sure final work product meets agreed requirements
8. Make sure that product is delivered to agreed timescale
9. Make sure equipment, resources and work area are ready for the next user

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### Evidence requirements

Learning outcomes	Assessment criteria	Assessment guidance
7.	1 - 9	Evidence may be supplied via observation of workplace activities, witness testimony, professional discussion, candidate reports/reflective accounts and inspection of products, using evidence appropriate to the learner's job role from the following sources: letters emails memos