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## CU677 Use office equipment (CfA)

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### Unit summary

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

### Evidence requirements

Learning outcomes	Assessment criteria	Assessment guidance
1	1.1 – 1.3	Evidence may be supplied via candidate reports/reflective accounts, professional discussion and questioning.
2	2.1 – 2.5	
3	3.1 – 3.3	
4	4.1 – 4.3	
5	5.1	
6	6.1	
7	7.1 - 7.9	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: <ul style="list-style-type: none"><li>▪ letters</li><li>▪ emails</li><li>▪ memos</li></ul>

**Description of evidence or activity**

**CU677      Use office equipment (CfA)**

<b>Date</b>	<b>Description of evidence/activity</b>	<b>APP/Box number</b>	<b>Assessor signature</b>	<b>IV initial</b>

<b>Learning outcome 1: Know about different types of office equipment and its uses</b>					
<b>Assessment criteria</b>					
1.1	Identify different types of equipment and their uses				
1.2	Describe the different features of different types of office equipment				
1.3	Explain why different types of equipment are chosen for tasks				

<b>Learning outcome 2: Understand the purpose of following instructions and health and safety procedures</b>					
<b>Assessment criteria</b>					
2.1	Explain the purpose of following manufacturer's instructions when using equipment				
2.2	Explain the purpose of following organisational instructions when using equipment				
2.3	Identify health and safety procedures for using different types of equipment				
2.4	Explain the purpose of following health and safety procedures when using equipment				
2.5	Explain the purpose of keeping equipment clean and hygienic				

<b>Learning outcome 3: Understand how to use equipment in a way that minimises waste</b>					
<b>Assessment criteria</b>					
3.1	Give examples of waste when using equipment				
3.2	Give examples of ways to reduce waste				
3.3	Explain the purpose of minimising waste				

<b>Learning outcome 4: Know about the different types of problems that may occur when using equipment and how to deal with them</b>					
<b>Assessment criteria</b>					
4.1	Give examples of equipment problems				
4.2	Explain the purpose of following manufacturer's instructions and organisational procedures when dealing with problems				
4.3	Give examples of how to deal with problems				

<b>Learning outcome 5: Understand the purpose of meeting work standards and deadlines</b>					
<b>Assessment criteria</b>					
5.1	Explain the purpose of meeting work standards and deadlines when using equipment				

<b>Learning outcome 6: Understand the purpose of leaving equipment and the work area ready for the next user</b>					
<b>Assessment criteria</b>					
6.1	Explain the purpose of leaving equipment and the work area ready for the next user				

<b>Learning outcome 7: Be able to use office equipment</b>					
<b>Assessment criteria</b>					
7.1	Locate and select equipment needed for a task				
7.2	Use equipment following manufacturer's and organisational guidelines				
7.3	Use equipment minimising waste				
7.4	Keep equipment clean and hygienic				
7.5	Deal with equipment problems following manufacturer's and organisational procedures				
7.6	Refer problems, if required				
7.7	Make sure final work product meets agreed requirements				
7.8	Make sure that product is delivered to agreed timescale				
7.9	Make sure equipment, resources and work area are ready for the next user				