## 14912 workplace /Project

Observed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Specific Outcome 1: Plan an investigation of the use of computer technology in an organisation.  **Assessment Criteria*** The plan identifies the scope and objectives of the investigation.
* The plan identifies an organisation that has agreed to be investigated
* The plan identifies requirements of the investigation from the organisation.
* The plan is accepted by the primary contact person from the organisation.
* The plan specifies milestones and reporting requirements
 |
| * 1. Attach the investigation checklist you did for Formative Assessment 1
 | 8 |
| * 1. Attach the approval form you did during Formative Assessment 1
 | 6 |
| * 1. Attach the quotes you obtained during Formative Assessment 1
 | 1 |
| * 1. Attach the milestones and reporting requirements form you did in Formative Assessment 1
 | 4 |
| Specific Outcome 2: Conduct an investigation of the use of computer technology in an organisation. **Assessment Criteria*** The investigation proceeds according to the investigation plan.
* The investigation justifies any modifications to the plan.
* The investigation indicates progress at planned intervals.
 |
| * 1. Attach the report you wrote for Formative Assessment 3 to the assessment.
 | 3 |
| * 1. Attach the quotes obtained from Telkom and an ISP during Formative Assessment 2 to your assessment.
 | 2 |
| Specific Outcome 3: Describe the use of computer technology in the chosen organisation. **Assessment Criteria*** The description identifies the planning procedures used for implementation of computer technology.
* The description identifies the computer systems in use within the organisation.
* The description outlines the personnel involved in the provision of computer systems.
 |
| * 1. Attach the description of the computer systems in use at the organisation that you did during Formative Assessment 4.
 | 4 |
| Specific Outcome 4: Evaluate the use of computer technology in the chosen organisation. **Assessment Criteria*** The evaluation identifies the strengths of the computer systems in use.
* The evaluation identifies areas of future developments based on weakness and anticipated future needs.
 |
| * 1. Attach the evaluation of the strengths and weaknesses of the computer system that you did in Formative Assessment 5.
 | 3 |
| Specific Outcome 5: Present results of an investigation of the use of computer technology in the chosen organisation. **Assessment Criteria*** The presentation meets the objectives of the investigation plan.
* The results of the investigation are reviewed for accuracy with the organisation.
* The presentation communicates the results of the investigation to peers
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| Attach a copy of the notes you made during the group discussion to the assessment | 1 |
| Attach a copy of the notes you made during the group discussion to the assessment. | 1 |
| **TOTAL** | **33** |

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| Logbook 14912 |
| **Date** | **Assignment No** | **Start** | **Finish** | **Total Hours** |
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| Date | Candidate signature | Date | Mentor/supervisor signature |

## Project

Activity 2.1

* You have to conduct routine maintenance on office equipment at the college, your place of work or any other organisation such as the local community centre, church, etc.
* Identify and list the office equipment of the organisation
* Identify and list the maintenance providers
* Select 2 pieces of office equipment to do maintenance on. Identify and explain the maintenance procedures for these 2 pieces

Activity 2.2

Conduct routine maintenance on the designated office equipment. Your facilitator or supervisor has to complete the checklist.

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| **Activity: did the learner** | **Yes** | **No** | **Remarks** |
| Apply safety measures for routine maintenance? |  |  |  |
| Locate maintenance equipment and accessories? |  |  |  |
| Notify staff of the routine maintenance? |  |  |  |
| Conduct routine maintenance according to manufacturer’s instructions? |  |  |  |
| Within the allocated time? |  |  |  |
| Check office equipment to ensure it is in working order before use |  |  |  |
| Dispose of maintenance equipment according to the procedures of the organisation? |  |  |  |
| Contact maintenance providers where problems occurred? |  |  |  |
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| Supervisor signature | Date | Learner signature | Date |

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| Logbook 13931 |
| **Date** | **Assignment No** | **Start** | **Finish** | **Total Hours** |
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