## 14912 workplace /Project

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

|  |  |
| --- | --- |
| 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 | |
| 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** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Logbook 14912 | | | | |
| **Date** | **Assignment No** | **Start** | **Finish** | **Total Hours** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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? | |  |  |  | |
|  |  | |  | |  |
| Supervisor signature | Date | | Learner signature | | Date |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Logbook 13931 | | | | |
| **Date** | **Assignment No** | **Start** | **Finish** | **Total Hours** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Date | Candidate signature | Date | Mentor/supervisor signature | |