## 7785 Workplace assignments

### Activity 2.1 Work sample

Specific Outcome 9: Operate office equipment effectively

1. Send and receive a fax or demonstrate how to send and receive a fax
2. Make a photo copy
3. Replenish the paper in the photo copier
4. Demonstrate how to replace the toner in the photo copier
5. Demonstrate how to replace the toner or cartridge of a computer printer

### Activity 2.2 Project

Specific Outcome 15: Make arrangements to repair equipment that is not in good working order

1. Find out what the procedure is to arrange for maintenance or repairs for any piece of office equipment. Write this procedure down.
2. Contact the service provider to arrange for repairs of equipment that is not in good working order.

### Activity 2.3 Work sample

Specific Outcome 17: Develop a strategy for maintaining the office equipment

1. Develop a strategy for maintaining the office equipment of the college

### Activity 2.4 Work sample

Specific Outcome 4: Describe the extent of own responsibility in the office

1. Refer to the work you do and describe the extent of your responsibility in the office. If you are not employed yet, think about the work you want to do when you have finished your studies, or the work you are likely to do. Discuss this job with someone who is employed and describe the extent of the responsibilities as required by the job.

### Activity 2.5: Reflexive question

**Specific Outcome 5:** Explain the importance of being sensitive to other people’s needs and cultures

1. You have now worked in groups for a period. Reflect on the group work, as well as your experiences of being involved in groups and teams, such as church groups and sport teams. Explain why it is important to be sensitive to other people’s needs and cultures so that the group or team can function effectively.

### Activity 2.6 Work sample

**Specific Outcome 7:** Decide how one can contribute to the overall effectiveness of the team

1. Reflect on the group you are involved in when you attend training and describe what you can do to increase the overall effectiveness of the group.

**Specific Outcome 8:** Decide how work should be prioritised

1. Prioritise your work, giving the facilitator a list of priorities for at least one week. If you are not working yet, prioritise your class attendances, handing in of assignments and study times and hand in a list of priorities for at least one week.

|  |
| --- |
| **LOGBOOK 7785** |
| **Date** | **Assignment No** | **Start** | **Finish** | **Total Hours** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Date | Candidate signature | Date | Mentor/supervisor signature |

# ASSESSMENT REVIEW

|  |  |
| --- | --- |
| **NAME of LEARNER** | **NAME of ASSESSOR** |
| **VENUE**  | **DATE of REVIEW** |
| **UNIT STANDARD** | 7785 Function in a business environment |
| **Review Dimension** | **ASSESSOR** | **LEARNER/****CANDIDATE** | **ACTION** |
| The principles/criteria for good assessment were achieved? | [ ] Agree[ ] Disagree | [ ] Agree[ ] Disagree |  |
| The assessment related to the registered unit standard? | [ ] Agree[ ] Disagree | [ ] Agree[ ] Disagree |  |
| The assessment was practical? | [ ] Agree[ ] Disagree | [ ] Agree[ ] Disagree |  |
| It was time efficient and cost-effective and did not interfere with my normal responsibilities? | [ ] Agree[ ] Disagree | [ ] Agree[ ] Disagree |  |
| The assessment instruments were fair, clear and understandable | [ ] Agree[ ] Disagree | [ ] Agree[ ] Disagree |  |
| The assessment judgements was made against set requirements | [ ] Agree[ ] Disagree | [ ] Agree[ ] Disagree |  |
| The venue and equipment was functional? | [ ] Agree[ ] Disagree | [ ] Agree[ ] Disagree |  |
| Special needs were identified and the assessment plan was adjusted | [ ] Agree[ ] Disagree | [ ] Agree[ ] Disagree |  |
| Feedback was constructive against the evidence required | [ ] Agree[ ] Disagree | [ ] Agree[ ] Disagree |  |
| An opportunity to appeal was given | [ ] Agree[ ] Disagree | [ ] Agree[ ] Disagree |  |
| The evidence was recorded | [ ] Agree[ ] Disagree | [ ] Agree[ ] Disagree |  |
| **LEARNER”S DECLARATION OF UNDERSTANDING** |
| I am aware of the moderation process and understand that the moderator could declare the assessment decision invalid |
|  |  |  |
| **Learner** | **Date** | **Assessor** | **Date** | **Moderator** | **Date** |

## Candidate Feedback Report

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate's Name |  | ID No. |  |
| Assessor's Name |  | Reg. No. |  |
| Unit Standard Title | 7785 Function in a business environment |
| ASSESSMENT DECISION |
| Source of Evidence | C | NYC | Comments |
| Assessments  |  |  |  |
| Product |  |  |  |
| Indirect Evidence |  |  |  |
| Overall Assessment Decision |  |
| Additional Notes |  |
| Date  |  |
|  |  |
| Signature of Assessor | Signature of Candidate |

## Candidate Appeal Form

|  |  |  |
| --- | --- | --- |
| Candidate's Name:  |  ID No. |  |
| Assessor's Name:  | Reg. No. |  |
| Unit Standard Title: 7785 Function in a business environment |
| Date:  |  |
| SECTION 1 |  |
| Candidate's reason for disagreeing with the assessment decision |  |
| Assessor's rationale for the assessment decision |  |
| Candidate's signature |  |
| Assessor's signature |  |
| SECTION 2 |  |
| Moderator's decision |  |
| Moderator's signature  |  |

Please send this form to:

## Assessor's Report

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate's Name |  | ID No. |  |
| Assessor's Name |  | Reg. No. |  |
| Unit Standard Title | 7785 Function in a business environment |
| ASSESSMENT DECISION |
| Specific Outcome | C | NYC | Comments |
| Describe safety principles for general operation of electrical equipment |  |  |  |
| Describe various Filing systems |  |  |  |
| Explain the importance of all staff understanding the function and use of office equipment  |  |  |  |
| Describe the extent of own responsibility in the office |  |  |  |
| Explain the importance of being sensitive to other people’s needs and cultures |  |  |  |
| Describe issues requiring confidentiality |  |  |  |
| Decide how one can contribute to the overall effectiveness of the team |  |  |  |
| Decide how work should be prioritised |  |  |  |
| Operate office equipment effectively |  |  |  |
| Maintain the security surrounding documentation and equipment and give reasons for doing so |  |  |  |
| Describe the range of consumables which may be replenished |  |  |  |
| File documents using a recognised filing system |  |  |  |
| Site examples of situations where it is acceptable to deviate from establishment procedures. |  |  |  |
| Analyse and distribute business information, ensuring that individual needs are met |  |  |  |
| Make arrangements to repair equipment that is not in good working order |  |  |  |
| Suggest ways one would learn how the technology operates |  |  |  |
| Develop a strategy for maintaining the office equipment |  |  |  |
| Overall Assessment Decision |  |
| Comments |  |
| Date  |  |
|  |  |
| Signature of Assessor | Signature of Candidate |

## Moderator's Report

|  |  |  |  |
| --- | --- | --- | --- |
| Moderator's Name |  | Reg. No. |  |
| Assessor's Name |  | Reg. No. |  |
| Candidate's Name |  | ID No. |  |
| Unit Standard Title | 7785 Function in a business environment |
| MODERATION DECISION |
| Specific Outcome | C | NYC | Comments |
| Describe safety principles for general operation of electrical equipment |  |  |  |
| Describe various Filing systems |  |  |  |
| Explain the importance of all staff understanding the function and use of office equipment  |  |  |  |
| Describe the extent of own responsibility in the office |  |  |  |
| Explain the importance of being sensitive to other people’s needs and cultures |  |  |  |
| Describe issues requiring confidentiality |  |  |  |
| Decide how one can contribute to the overall effectiveness of the team |  |  |  |
| Decide how work should be prioritised |  |  |  |
| Operate office equipment effectively |  |  |  |
| Maintain the security surrounding documentation and equipment and give reasons for doing so |  |  |  |
| Describe the range of consumables which may be replenished |  |  |  |
| File documents using a recognised filing system |  |  |  |
| Site examples of situations where it is acceptable to deviate from establishment procedures. |  |  |  |
| Analyse and distribute business information, ensuring that individual needs are met |  |  |  |
| Make arrangements to repair equipment that is not in good working order |  |  |  |
| Suggest ways one would learn how the technology operates |  |  |  |
| Develop a strategy for maintaining the office equipment |  |  |  |
| Overall Moderation Decision |  |
| Feedback to Assessor |  |
| Action Required  |  |
| Date of Moderation |  |
| Signature of Moderator |  |
| Signature of Assessor |  |
| Signature of Candidate |  |