# Skills Assessment

**Event 2 of 2**

## Criteria

### Unit code, name and release number

MEM16008A - Interact with computing technology (1)

\*\*\*This unit sits in the qualifications below – This assessment is not to be amended\*\*

### Qualification/Course code, name and release number

MEM30305 - Certificate III in Engineering - Fabrication Trade (4)

MEM30205 – Certificate III in Engineering – Mechanical Trade (3)

\*\*\* Amend the qualification box before distributing to the student. The information here should only contain the qualification the student is enrolled in\*\*\*

## Student details

### Student number

### Student name

## Assessment Declaration

* This assessment is my original work and no part of it has been copied from any other source except where due acknowledgement is made.
* No part of this assessment has been written for me by any other person except where such collaboration has been authorised by the assessor concerned.
* I understand that plagiarism is the presentation of the work, idea or creation of another person as though it is your own. Plagiarism occurs when the origin of the material used is not appropriately cited. No part of this assessment is plagiarised.

### Student signature and Date

Version: *1.0*

Date created: *3 July 2018*

Date modified: *09/12/2019*

For queries, please contact:

IMRS SkillsPoint

Building B, Level 1

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RTO Provider Number 90003 | CRICOS Provider Code: 00591E

This assessment can be found in the: [Learning Bank](https://share.tafensw.edu.au/share/access/searching.do?doc=%3Cxml%2F%3E&in=P7ac4831b-430a-4b8d-8b56-f7b32ed5b9cf&q=&type=standard&sort=rank&dr=AFTER)

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| Assessment details | Instructions |
| --- | --- |
| **Assessment overview** | The objective of this assessment is to assess your skills as would be required to interact with computing technology |
| **Assessment Event number** | 2 of 2 |
| **Instructions for this assessment** | This is a skill based assessment and will be assessing you on your ability to demonstrate skills required in the unit.  This assessment is in 3 parts:   1. Practical 2. Observation Checklist 3. Assessment Feedback |
| **Submission instructions** | On completion of this assessment, you are required to upload it or hand it to your assessor for marking.  Ensure you have written your name at the bottom of each page of this assessment.  It is important that you keep a copy of all electronic and hardcopy assessments submitted to TAFE and complete the assessment declaration when submitting the assessment. |
| **What do I need to do to achieve a satisfactory result?** | To successfully complete this assessment the student will be available at the arranged time to complete all the assessment criteria as outlined in the assessment instructions.  All parts of the observable task must be performed to a satisfactory level as indicated in the criteria section of the Observation Checklist.  All oral questions must be answered correctly to be deemed satisfactory in this assessment task; however, Assessors may ask questions to clarify understanding. |
| **What do I need to provide?** | My own TAFE NSW user login details  Writing materials   * Pen * Pencil * Eraser   Calculator (if required) |
| **Due date/time allowed/venue** | *90mins*  *TBC* |
| **Assessment feedback, review or appeals** | Appeals are addressed in accordance with Every Students Guide to Assessment. |

## Specific task instructions

The instructions and the criteria in the tasks and activities below will be used by the assessor to determine whether the tasks and activities have been satisfactorily completed. Use these instructions and criteria to ensure you demonstrate the required skills and knowledge.

If this assessment requires you to record information, your assessor will provide you with an appropriate document/template.

**Contingency Management:**

While undertaking these tasks a number of unforeseen circumstances may arise. The assessor will have the opportunity to question each learner to gather an understanding of how the student will respond to these events. Below is a table with examples of possible questions and acceptable responses.

The assessor has the opportunity in the observation checklist to record relevant questions and responses in the table ***“Table 3 Additional Questions”***

Table 2 Unforeseen Circumstances

|  |  |  |
| --- | --- | --- |
| **Scenario** | **Assessors question** | **Acceptable students  response** |
| Power failure in Classroom | What is the correct action in the case of power failure? |  |
| Unable to login | What is the procedure required if your login access is not working |  |
| Emergency evacuation | What do you do if an emergency evacuation drill happens during the assessment? |  |

**Simulated Environment Conditions**

***Note: The assessor may direct the student to use different equipment in different spaces to ensure competency is applied in new and different situations.***

## Part 1: Practical

To complete this part of the assessment, you will be required to participate in a practical demonstration of how to complete a task or activity.

These practicals will be observed by your assessor, or can be digitally recorded and submitted as evidence.

Your responses will be used as part of the overall evidence requirements of the unit.

You should refer to the list of criteria in the Observation Checklist to understand what you need to demonstrate in this section of the assessment. This Checklist outlines the assessment criteria used to assess your performance.

Once completed you will need to submit this assessment and the tasks and activities you are required to complete to your assessor for marking.

#### Instructions

**Task 1**

In order to complete this task, you will be provided with a blank template for a Standard Operating Procedure (SOP) for an Electric Drill - MEM16008A\_AE\_Sk\_2of2\_SR5

You will be required to follow the procedures that are provided for accessing, opening, saving and closing documents in order to add information into this template.

The information you are to add will be the information that is in the completed copy of the SOP for the Electric Drill on the following page.

**Note**

* The assessor is to ensure that student clarifies information prior to submitting the assessment task.
* The assessor will complete the [Observation Checklist](#_Part_2:_Observation) to confirm the tasks have been completed.

**Procedure**

You will be observed by your assessor, completing the steps:

**STEP 1**

**Start up** your computer by following the provided procedure -

Document Login/Start-up Procedure *(Filename MEM16008A\_AE\_2of2\_SR1)*

**STEP 2**

**Select** and **Start up** the Microsoft Word application by following the provided procedure –

Document Opening/Retrieving Procedure *(Filename MEM16008A\_AE\_Sk\_2of2\_SR3)*

and **open** the file –

MEM16008A\_AE\_Sk\_2of2\_SR5. The document is a template for a Standard Operating Procedure (SOP) for an Electric Drill.

**STEP 3**

You will be provided with a *completed sample* of the Standard Operating Procedure - Electric Drill on the following pages.

Using the file you opened in Microsoft Word in Step 2 above, make any necessary changes and additions in this template, to ensure that your completed document is the same as the completed sample on the following pages.

To achieve this, you will be using the following features in Microsoft Word:

* Adding text and changing font types, sizes and colours
* Adding pictures, including moving and resizing images
* Working with bulleted lists
* Changing indentation where required
* Checking the spelling of the document
* **Ensure you type your name at the bottom of the document**

**STEP 4**

Once your copy of the document matches the completed sample, **save** the document by following the provided procedure –

Document Saving Procedure *(Filename MEM16008A\_AE\_Sk\_2of2\_SR4*) to the location as directed by your assessor.

**STEP 5**

**Compare** and **Clarify** data within Electric Drill (SOP) template (provided) with the document created in the assessment task and validate with the assessor prior to printing

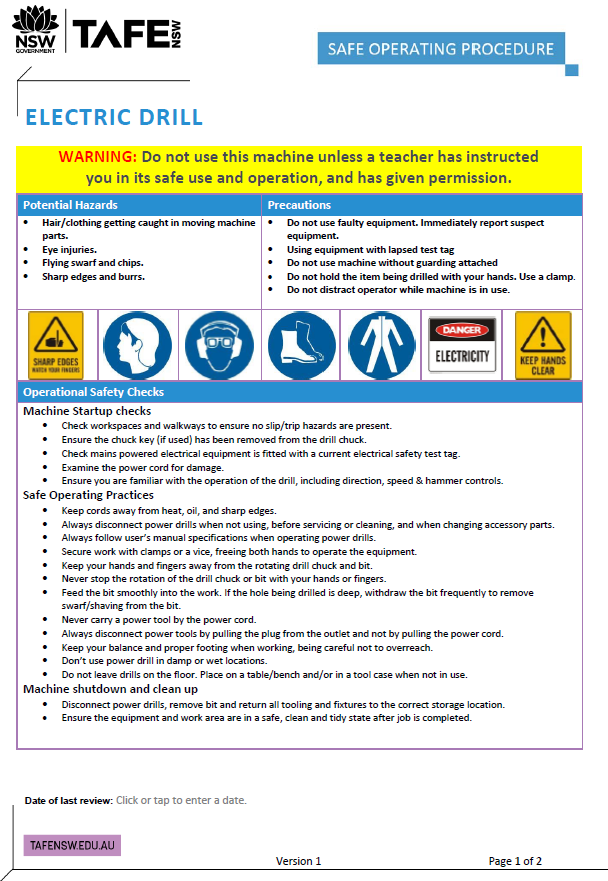
**STEP 6**

**Print** the completed document to the designated printer and attach to this assessment for marking *(Please ensure that your name is present on the document prior to printing)*

**STEP 7**

Exit Microsoft Word, logout, and shut down the computer following the provided procedure -

*Document Logoff/Shut-down Procedure (Filename MEM16008A\_AE\_Sk\_2of2\_SR2)*



**Task 2:**

In order to complete this task, you will be provided with graphs and charts containing engineering hand tool data.

You will be required to interpret the charts and graphs provided, complete the table and questions relating to the task on the following page.

Upon completion, you are to verify the information with your assessor and print the document when complete.

During this task you are required to

* navigate to the required file to access Microsoft Word documents containing Chart information (provided)
* Answer the questions relating to the Charts and graphs
* Complete the embedded spreadsheet using data found within the charts and graphs
* Verify information is complete, and
* Print off assessment task and present to teacher

**Procedure**

You will be observed by your assessor, completing the following steps:

**STEP 1**

**Start up** your computer by following the provided procedure

* MEM16008A\_AE\_2of2\_SR. *(Document Login/Start-up Procedure)*

**STEP 2**

**Select** and **Start up** the Microsoft Word application and open the file:

* MEM16008A\_AE\_Sk\_2of2\_SR6 *(Tables and Graphs)* while following the provided Document Retrieving Procedure - MEM16008A\_AE\_Sk\_2of2\_SR3

**STEP 3**

Read and interpret the Graphs and charts given in the Microsoft Word document opened in the previous step, and digitally record the answers within the document.

**STEP 4**

Save the document by following:

* MEM16008A\_AE\_Sk\_2of2\_SR4 *(Document Saving Procedure)* to the designated output device using the format **Firstname-Lastname-chart(DATE).docx** as discussed with your assessor

**STEP 5**

**Clarify** data within the questions and validate with the assessor prior to printing

**STEP 6**

**Print** the completed document to the designated output device and submit to your teacher for marking.

* Please ensure that your name is present on the document prior to printing, as hand written information will not be accepted

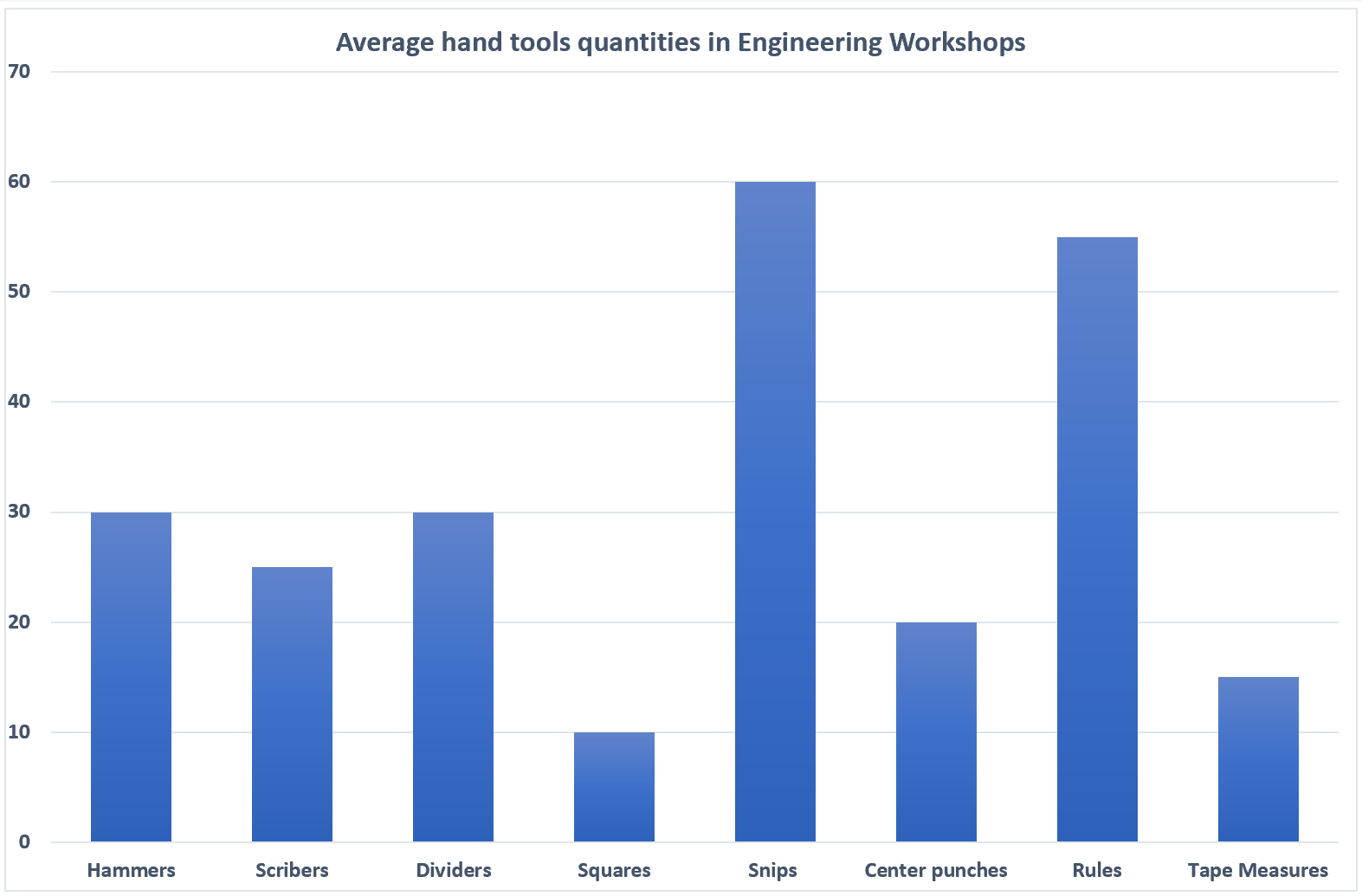
**STEP 7**

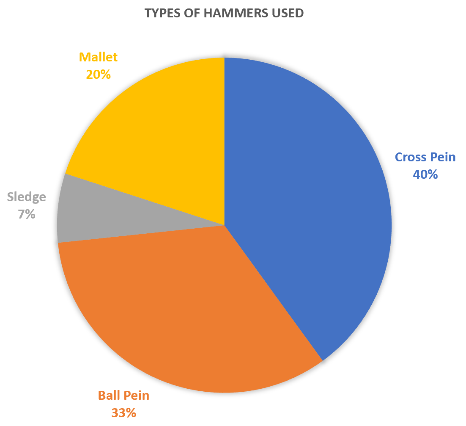
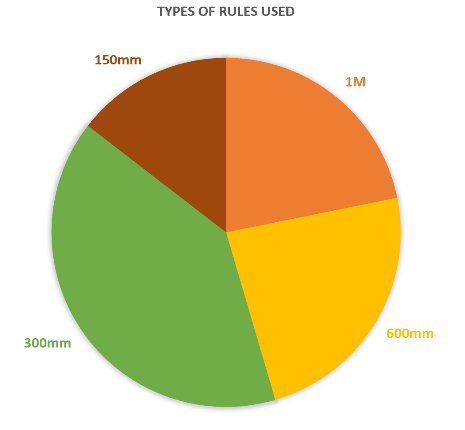
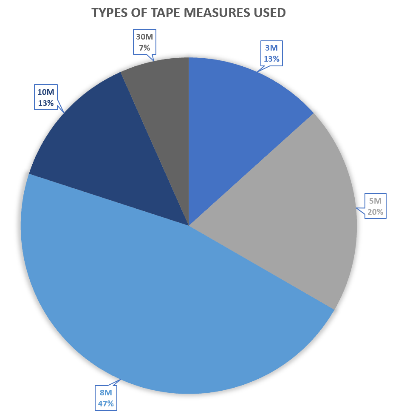
Exit Microsoft Word, logout, and shut down the computer following the provided procedure -

*Document Logoff/Shut-down Procedure (Filename MEM16008A\_AE\_Sk\_2of2\_SR2)*

**The follow charts and graphs show the average hand tool quantities found within Engineering workshops.**

Your Task is to interpret the information located within the charts below to complete the **table** and **questions** below.



1. Using the chart given identify the amount of handtools that relate to the different catagories and enter the information in the chart below. **(Double Click on table to activate cells.)**

***Note:*** *the total tool amount must be calculated and entered as part of this exercise.*



1. Using the check boxes given place an X next to the correct answer to the following questions relating to the charts.

|  |  |  |  |
| --- | --- | --- | --- |
| The most common hammer used in the engineering workshop is? | | | |
|  | Ball Pein |  | Sledge |
|  | Cross Pein |  | Mallet |

|  |  |  |  |
| --- | --- | --- | --- |
| The least common type of rule found in the engineering workshop is? | | | |
|  | 1M |  | 300mm |
|  | 600mm |  | 150mm |

|  |  |  |  |
| --- | --- | --- | --- |
| What is the percentage of tape measures found in the 8M category? | | | |
|  | 13% |  | 20% |
|  | 47% |  | 7% |

**Task 3:**

In order to complete this task, you are required to demonstrate your ability to access help within Microsoft Word and screen shot the information into a new word document

**Procedure**

You will be observed by your assessor, completing the following steps:

**STEP 1**

**Start up** your computer by following the provided procedure

* MEM16008A\_AE\_Sk\_2of2\_SR1. *(Document Login/Start-up Procedure)*

**STEP 2**

**Select** and **Start up** the Microsoft Word application while following the provided document retrieving procedure MEM16008A \_AE\_Sk\_2of2\_SR3 *(Document Retrieving Procedure)*

**STEP 3**

**Create** a new blank document in Microsoft Word and save it as the name

**Firstname-Lastname-Help(DATE).docx**, where DATE is today’s date. **Save** this file to your computer or digital device using MEM16008A \_AE\_Sk\_2of2\_SR4 *(Document Saving Procedure)*

**STEP 4**

**Access** the **Tell me what you want to do…** in Microsoft Word and search for instructions on the following tasks

* + 1. Insert a page break
    2. Resize and image
    3. Change font size

**STEP 5**

**Copy** and **paste** each of these Help instructions into your Microsoft Word document named **Firstname-Lastname-Help(DATE).docx**, save to your computer or digital device.

**STEP 6**

**Clarify** data within the **task** and validate with the assessor prior to printing

**STEP 7**

**Print** the completed document to the correct **output device** and **submit** to your teacher for marking (Please ensure that your name is present on the document prior to printing, as hand written information will not be accepted).

**STEP 8**

Exit Software Application, logout, and shut down the computer following

* MEM16008A\_AE\_Sk\_2of2\_SR2. *(Document Logoff/Shut-down Procedure)*

## Part 2: Observation Checklist

The Observation Checklist will be used by your assessor to mark your performance in any of the previous three event types. Use this Checklist to understand what skills you need to demonstrate in the demonstration. The Checklist lists the assessment criteria used to determine whether you have successfully completed this assessment event. All the criteria must be met. Your demonstration will be used as part of the overall evidence requirements of the unit. The assessor may ask questions while the demonstration is taking place or if appropriate directly after the task/activity has been completed.

Table Observation Checklist

| Item # | Interact with computing technology | S | U/S | Assessor Comments (Describe the student’s ability in demonstrating the required skills and knowledge) |
| --- | --- | --- | --- | --- |
| 1 | Follow Standard Operating Procedure (SOP) for interacting with computer technology to produce required outcome.   * Correct posture and stretching techniques used. * Follow safe practices and housekeeping |  |  |  |
| 2 | Assessment task is Identified and information is located as per work instruction |  |  |  |
| 3 | Correct PC Start up and login procedures followed |  |  |  |
| 4 | Identify template file location |  |  |  |
| 5 | Identify Software needed to complete task and start software |  |  |  |
| 6 | Apply software functions and commands to **open, enter, edit, and change** document information  **-Task 1** |  |  |  |
| 7 | Save document in the format **Firstname-Lastname(DATE).docx** |  |  |  |
| 8 | Document is checked against template and is modified if needed |  |  |  |
| 9 | Graphs and charts are identified/interpreted, and data is correctly recorded  **-Task 2** |  |  |  |
| 10 | Document help file is accessed and recorded within MS Word document  **-TASK 3** |  |  |  |
| 11 | Print/Email document to your teacher for marking |  |  |  |
| 12 | Students demonstrates the following shutdown procedures.   * Correct application closure is followed * Correct logout procedure is followed * Correct Shutdown procedure is followed |  |  |  |

## Part 3: Assessment Feedback

*NOTE: This section* ***must*** *have the assessor signature and student signature to complete the feedback.*

### Assessment outcome

Satisfactory

Unsatisfactory

### Assessor Feedback

Was the assessment event successfully completed?

If no, was the resubmission/re-assessment successfully completed?

Was reasonable adjustment in place for this assessment event?  
*If yes, ensure it is detailed on the assessment document.*

Comments:

### Assessor name, signature and date:

### Student acknowledgement of assessment outcome

Would you like to make any comments about this assessment?

### Student name, signature and date

***NOTE: Make sure you have written your name at the bottom of each page of your submission before attaching the cover sheet and submitting to your assessor for marking.***