Modification history

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| Release | Comments |
| Release 1 | This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Release 11.0. |

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| AHCBUS302 | Use portable technology in the workplace |
| Application | This unit of competency describes the skills and knowledge required to use portable technology in the workplace.  The unit applies to individuals who use portable technology in the workplace under broad direction and take responsibility for their own work.  All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.  No licensing, legislative or certification requirements apply to this unit at the time of publication. |
| Pre-requisite Unit | Nil |
| Unit Sector | Business (BUS) |

| Elements | Performance Criteria |
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| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Prepare portable technology for use | 1.1 Select portable technology according to workplace requirements  1.2 Complete relevant start-up procedures according to workplace and manufacturer instructions  1.3 Configure data  1.4 Test connectivity |
| 2. Use portable technology | 2.1 Operate portable technology  2.2 Identify and correct equipment faults  2.3 Check data for accuracy, and address errors |
| 3. Process workplace data | 3.1 Generate and compile workplace data  3.2 Process workplace data  3.3 Maintain the integrity of data and data security |
| 4. Complete portable technology operations | 4.1 Report faulty or damaged portable technology  4.2 Store portable technology according to workplace procedures  4.3 Review performance of portable technology  4.4 Make recommendations to supervisor or management for improvements to hardware, software or their use according to workplace strategy and budget |

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| Foundation Skills  This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria. | |
| Skill | Description |
| Reading | * Identify and interpret workplace requirements and manufacturer instructions to safely use portable technology in the workplace |
| Oral communication | * Use clear language to report malfunctions, faults, wear or damage to portable technology * Respond to questions and clarify information |

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| Unit Mapping Information | | | |
| Code and title current release | Code and title previous release | Comments | Equivalence status |
| AHCBUS302 Use portable technology in the workplace | AHCBUS301 Use hand held e-business tools | Unit title change  Minor changes to application  Major and minor changes to performance criteria  Foundation skills added  Major and minor performance and knowledge evidence and assessment conditions | Not equivalent |

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| Links | Companion Volumes, including Implementation Guides, are available at VETNet:  <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72> |

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| TITLE | Assessment requirements for AHCBUS302 Use portable technology in the workplace |
| Performance Evidence | |
| An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.  There must be evidence that the individual has used portable technology on at least two occasions, and has:   * selected and prepared portable technology * used relevant portable technology according to workplace requirements and manufacturer instructions, including at least one of the following:   mobile or smartphones  computers  tablets  handheld radio frequency (RF) scanners  microchip scanners  NLIS tag scanners  data recording devices  barcoding equipment   * entered and processed data according to technical and workplace requirements * generated data in the format required by workplace * reported faulty or damaged portable technology * reviewed portable technology performance and made recommendations for improvements to hardware or software. | |

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| Knowledge Evidence |
| An individual must be able to demonstrate knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:   * features and operating procedures of relevant workplace tools * portable technology workplace requirements and manufacturer instructions * relevant protocols for electronic data interchange * personal identification and password for access to software, data and workplace documentation and processes. |

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| Assessment Conditions |
| Assessment of the skills in this unit of competency must take place under the following conditions:   * physical conditions:   a workplace setting or an environment that accurately represents workplace conditions   * resources, equipment and materials:   portable technology  intranet or internet access to software, data and workplace documentation and processes   * specifications:   workplace requirements and manufacturer instructions applicable to using portable technology   * relationships:   supervisor or management   * time frames:   according to job requirements.  Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. |

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