



**ASPLEY STATE HIGH SCHOOL**  
**BUSINESS & INFORMATION TECHNOLOGY FACULTY**  
**INFORMATION AND COMMUNICATION TECHNOLOGY**  
**SEMESTER 2 2009 ASSESSMENT INSTRUMENT 4**

Name: \_\_\_\_\_

Form: \_\_\_\_\_  
 Teacher: Mrs Craddy

**Instrument No:** 4

**Assessment Technique:** Presentation Documents

**Time Allowed:** 4 weeks – in class and at home

**Date Issued:** 11 August 2009

**Due Date:** Wednesday 9 September 2009

**Instructions to Students:**

- You are to choose one topic for this assignment. Please indicate your topic below.

MY TOPIC IS:

- You need to print in colour to complete this task – printing balance is your responsibility.
- You must file an electronic copy of each task in the submit file.

**Minimum Submission Requirements to avoided Work Ethic Policy consequences**

- One black and white PRINTOUT of each task
- On electronic copy of each task

**NOTE – THIS IS NOT ENOUGH TO PASS THE WORK, MERELY ENOUGH TO AVOID WORK ETHIS POLICY CONSEQUENCES**

**(All submissions must be accompanied with the task sheet)**

UNIT OF COMPETENCY	1	2	3	4
ICAU2013B		Not assessed in this assessment item		No 4 <sup>th</sup> element for this competency
ICAU3004B		Not assessed in this assessment item		No 4 <sup>th</sup> element for this competency
BSBCM106A			No 3 <sup>rd</sup> element for this competency	No 4 <sup>th</sup> element for this competency
ICAU2006B				

Code: ICAU2013B

Unit of Competency: Integrate commercial computing packages

Student Name:.....

ELEMENTS OF COMPETENCY	OUTCOMES ACHIEVED (initials and date)
<b>EOC1: Determine work requirements</b> Performance Criteria: 1.1 Identify the requirement of the task 1.2 Select appropriate <i>software</i> and file formats	
<b>EOC3: Save and retrieve data with the aid of help functions</b> Performance Criteria: 3.1 Save data to <i>disk</i> 3.2 Convert data to a new file <i>format</i> 3.3 Re-access data and check information 3.4 Obtain organisational documentation, such as procedures, manuals and guides and use when appropriate 3.5 Save data to <i>disk</i> 3.6 Access user help documentation or other resources for basic difficulties with <i>software application package</i>	

FEEDBACK:.....  
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.....

I wish to apply for a resit            Yes  
         No

Code: ICAU3004B

Unit of Competency: Apply occupational health and safety procedures

Student Name:.....

ELEMENTS OF COMPETENCY	OUTCOMES ACHIEVED (initials and date)
<b>EOC1:</b> Determine OH&S issues relating to immediate work environment  Performance Criteria:  1.1 Identify person responsible for <i>OH&amp;S standards</i> in the subject workplace  1.2 Identify <i>OH&amp;S standards</i> that apply to the workplace  1.3 Review and assess workplace according to <i>OH&amp;S standards</i> and record findings  1.4 Report issues or problems with the workplace to the <i>appropriate person</i>	
<b>EOC3: Provide basic ergonomic advice</b>  Performance Criteria:  3.1 Assess basic <i>ergonomic</i> requirements of people in the workplace  3.2 Document the <i>ergonomic</i> advice for <i>client</i> based on vendor requirements, workplace policies and <i>OH&amp;S standards</i>  3.3 Submit advice to the <i>appropriate person</i> for verification	

Satisfactory/Not Yet Satisfactory

FEEDBACK:.....  
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I wish to apply for a resit            Yes  
         No

Code: BSBCM106A

Unit of Competency: Follow workplace safety procedures

Student Name:.....

ELEMENTS OF COMPETENCY	OUTCOMES ACHIEVED (initials and date)
<p><b>EOC1: Follow workplace safety procedures</b></p> <p>Performance Criteria:</p> <p>1.1 Hazards in the work area are recognised, while under direct supervision and reported to appropriate people according to workplace procedures</p> <p>1.2 Workplace procedures and work instructions for own area of responsibility, for assessing and controlling risks are followed accurately while under direct supervision</p> <p>1.3 Workplace procedures for dealing with incidents (accidents), fire and other <i>emergencies</i> are followed under direct supervision, whenever necessary within the scope of responsibilities and competencies</p> <p>1.4 Report issues or problems with the workplace to the <i>appropriate person</i></p>	
<p><b>EOC2: Document and disseminate OH&amp;S requirements</b></p> <p>Performance Criteria:</p> <p>2.1 Occupational Health and Safety issues are raised with <i>appropriate people</i> in accordance with workplace procedures and relevant Occupational Health and Safety legislation</p> <p>2.2 Contributions to <i>participative arrangements</i> for Occupational Health and Safety management in the workplace are made within organisational procedures and the scope of responsibilities and competencies</p>	

Satisfactory/Not Yet Satisfactory

FEEDBACK:.....  
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I wish to apply for a resit            Yes  
         No

Code: ICAU2006B

Unit of Competency: Operate computing packages

Student Name:.....

ELEMENTS OF COMPETENCY	OUTCOMES ACHIEVED (initials and date)
<p><b>EOC1: Use appropriate software</b></p> <p>Performance Criteria:</p> <p>1.1 Select <b>software</b> appropriate to perform activity</p> <p>1.2 Use <b>software</b> to produce required outcome using a range of features related to the activities</p> <p>1.3 Save documents in appropriate directories/folders</p>	
<p><b>EOC2: Access, retrieve and manipulate data</b></p> <p>Performance Criteria:</p> <p>2.1 Select and access <b>files</b></p> <p>2.2 Amend and save <b>files</b> according to requirements</p> <p>2.3 Produce documents and <b>files</b> that meet organisational needs</p> <p>2.4 Save <b>files</b> in appropriate directories/folders</p> <p>2.5 Exit <b>software</b> correctly without loss of <b>data</b></p>	
<p><b>EOC3: Access and use help functions within each application</b></p> <p>Performance Criteria:</p> <p>3.1 Identify the help resources available for basic difficulties with the <b>software</b></p> <p>3.2 Access user help documentation and other resources for basic difficulties with the <b>software</b></p>	
<p><b>EOC4: Use keyboard and equipment</b></p> <p>Performance Criteria:</p> <p>4.1 Follow <b>OH&amp;S</b> standards and regulations to avoid injury or illness</p> <p>4.2 Use wrist rests and document holders where appropriate</p> <p>4.3 Use monitor anti-glare and radiation reduction screens where appropriate</p> <p>4.4 Ensure user <b>equipment</b> is maintained and free from defects that could cause injury</p>	

Satisfactory/Not Yet Satisfactory

FEEDBACK:.....

.....

.....

I wish to apply for a resit            Yes

     No

## SCENARIO

After working for 2 years as IT Assistant at *Aspley SHS, 651 Zillmere Rd, ASPLEY QLD 4034, Phone 38639222*, you have been given the responsibility of being the Workplace Health and Safety Representative (WHSR).

As WHSR, your supervisor has asked you to support "**World Day for Safety and Health at Work**" by promoting and creating awareness of OHS issues in the IT Department and at a special **Safety Meeting** for all IT staff.

You must include the following information in at least one of your promotional materials:

- What to do if an employee notices a hazard.
- Employee responsibilities towards workplace health and safety
- What to do in case of emergencies

## TASK

- 1 **RESEARCH** one OHS safety issue in the IT Department.
- 2 **DESIGN** promotional materials that focus on your one chosen IT safety issue as follows:
  - a) **Safety Meeting Outline** using the Publisher Template provided. (Newsletter style - 4 pages)
  - b) **Employee Safety Postcard** that can be handed out during the Safety Meeting and kept by employees to reinforce the safety message. Front must illustrate the chosen safety message and the back a **Quiz** that can be used as a follow-up reminder. (Postcard style - Min 5 questions)
  - c) **Table Tent** which is designed to sit on a table in a central location and reinforce the chosen safety message in an entertaining way. Employees should be encouraged to read the messages or examine the pictures to reinforce the safety message when they are not engaged in work. (Brochure – 1 page - 3 columns or Pyramid)
  - d) **Poster** that is hard to miss. It should be designed to create interest and draw attention to the chosen safety message. It will be displayed near an exit or on a wall or noticeboard in the work area. (A4 page size)
- 3 **PRINT** a colour sample copy of each task and **hand in** to your supervisor. **Electronic copies must be saved to SUBMIT.**

(Samples available online:

[http://www.safetyworld.com/safe\\_program.htm](http://www.safetyworld.com/safe_program.htm))

