

**Unit Title:** Using Office Equipment  
**Unit Level:** Level 1  
**Unit Credit Value:** 2  
**GLH:** 18  
**LASER Unit Code:** WJC250  
**Ofqual Unit Code:** A/506/0555

This unit has 2 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know how to use office equipment.	1.1	Give at least three examples of different types of office equipment.
		1.2	State what different types of office equipment can be used for.
		1.3	Outline why it is important to follow manufacturers' instructions when operating equipment.
		1.4	Give at least three examples of how to keep waste to a minimum.
		1.5	Outline the procedures to keep equipment clean and hygienic.
		1.6	Identify the person to whom they should report problems with office equipment or resources.
		1.7	Outline why it is important to leave the equipment, resources and work area ready for the next user.
2.	Be able to use office equipment.	2.1	Identify the equipment and resources needed for a task.
		2.2	Demonstrate how to follow the manufacturer's operating instructions.
		2.3	Outline how to waste as few resources as possible.
		2.4	Demonstrate how to keep the equipment clean and hygienic.
		2.5	Demonstrate how to report any problems with equipment or resources.
		2.6	Demonstrate how to make sure the final work product meets the required standard.
		2.7	Demonstrate how to produce work product within agreed timescales.
		2.8	Demonstrate how to make sure the equipment, resources and work area are ready for the next user.

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<b>Assessment Guidance:</b>
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NA
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<b>Additional Information:</b>
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