

Competence 3

The ability to use word processing and spreadsheet packages

This meets the requirements of IMCA S/S20/000//04/4.1

Candidate Name:		Date:	
Activity Number (1,2, or 3):			

Performance Criteria: all of these must be assessed over a minimum of 3 work activities

Type of Evidence: Observation (O), Work Product (P), Written (W), Questioning (Q), Not Covered (N/C) or Not Applicable (N/A)

Performance Criteria		Type of Evidence
a)	Demonstrates the ability to print documents on local/network printers with acceptable print quality for client submission	
b)	Demonstrates the ability to configure peripherals for use and change peripherals consumables	
c)	Demonstrates the ability to apply basic fault finding and repair to IT systems	

Witness name: (If applicable in assessment plan)		Date:	
Assessor name:		Date:	