

## Competence 3 Underpinning Knowledge Questions

The ability to use word processing and spreadsheet packages

This meets the requirements of IMCA S/S30/000//04/4.1 & 4.2

Refer to the performance criteria for this competence for guidance on the subjects for questions

Candidate Name:		Date:	
<i>N.B, The Assessor may ask the candidate for oral or written responses to questioning</i>			
Underpinning Knowledge Questions			Satisfactory Response?
1			
2			
3			
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10			
Feedback on answers received:			
Witness name: (If applicable in assessment plan)		Date:	
Assessor name:		Date:	