

Collect & use information

Detailed course content as per SAQA requirements



AiR

The following document contains detailed course content as per SAQA requirements. AIR Training, Consulting & Services fully adheres to SAQA legislation. This information may also be retrieved from SAQA.

Collect and use information

Unit Standard Number: 13217

NQF Level: 02

Credits: 5

PURPOSE OF THE UNIT STANDARD:

The skills, values and knowledge reflected in this unit standard are required by people in the field of manufacturing and engineering. The learning outcomes in this unit standard also contribute to the exit level outcomes required for various manufacturing and engineering qualifications. Qualifying learners can demonstrate an understanding of the importance of information in a work context. They are able to organise, summarise and respond to information collected during their work activities from a variety of sources.

SPECIFIC OUTCOMES AND ASSESSMENT CRITERIA:

SPECIFIC OUTCOME 1

Explain and discuss the importance of using information in the work situation:

- An understanding of the importance of using information in the work situation is demonstrated.
- Information is collected, organised and summarised from a variety of sources during daily working activities.
- Responses to information collected are appropriate.
- Data is entered into retrieval systems where required.

SPECIFIC OUTCOME 2

Collect information from a variety of sources by recognising/reading and/or using sensory cues.

SPECIFIC OUTCOME 3

Organise, summarise and respond to information collected during the course of work activities.

SPECIFIC OUTCOME 4

Enter data into retrieval systems.