

ELEMENT These describe the key outcomes that make up workplace functions	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements <i>(Bold and italicized terms are elaborated in the range)</i>
	<p>connecting computer devices to the Internet.</p> <p>1.9 External devices are identified and connected to the computer devices as per the job requirement.</p>
2. Solve tasks using Office suite	<p>2.1 Word processing concepts are applied in solving workplace tasks as per job requirements.</p> <p>2.2 Worksheet data is entered and prepared in accordance with work procedures.</p> <p>2.3 Worksheet data is built and edited in accordance with workplace procedures.</p> <p>2.4 Data manipulation on a worksheet is undertaken in accordance with work requirements.</p> <p>2.5 Worksheets are saved and printed in accordance with job requirements.</p> <p>2.6 Electronic presentation concepts are applied in solving workplace tasks as per job requirements.</p>
3. Manage data and information	<p>3.1 Office internet services are identified and applied in accordance with office procedures.</p> <p>3.2 Internet access applications are determined in accordance with office operation procedures.</p> <p>3.3 Internet search is performed as per job requirements.</p> <p>3.4 Online digital content is downloaded in accordance with workplace requirements.</p> <p>3.5 Digital content is identified and backed up in accordance with workplace procedures.</p>
4. Perform online	4.1 Netiquette principles are observed as per work requirements.

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communication and collaboration	<p>4.2 Electronic mail communication is executed in accordance with workplace policy.</p> <p>4.3 Digital content copyright and licenses are identified and applied according to workplace policies and regulatory requirements.</p> <p>4.4 <i>Online collaboration tools</i> are applied in accordance with workplace policies and regulatory requirements.</p>
5. Apply cybersecurity skills	<p>5.1 <i>Data protection</i> and <i>privacy</i> is classified in accordance with workplace policies and regulatory requirements.</p> <p>5.2 <i>Internet security threats</i> are identified as per workplace policies and regulatory requirements.</p> <p>5.3 Computer threats and crimes are detected in accordance to Information Management security guidelines</p> <p>5.4 <i>Cybersecurity control measures</i> are applied in accordance with workplace policies and regulatory requirements.</p>
6. Perform online jobs	<p>6.1 <i>Online job platforms</i> are identified as per the job requirements.</p> <p>6.2 Online accounts and profiles are created in accordance with the work requirements.</p> <p>6.3 Online jobs are identified according to the bidder's skillset.</p> <p>6.4 Online digital identity is managed according to industry best practices.</p> <p>6.5 Online job bidding is done as per the specific job requirements.</p> <p>6.6 Online tasks are executed according to the job requirements.</p>

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	6.7 Personal online payment account is managed in accordance with financial regulations.
7. Apply job entry techniques	<p>7.1 Job opportunities are sought based on competencies.</p> <p>7.2 A winning resume/CV is developed as per job advertisement.</p> <p>7.3 An application/cover letter is developed based on the job advertisement.</p> <p>7.4 Certificates and testimonials are organized as per resume.</p> <p>7.5 Interview skills are demonstrated as per job advertisement.</p>

RANGE

This section provides a work environment and conditions to which the performance criteria apply. It allows for a different work environment and situations that will affect performance.

VARIABLE	RANGE
1. Computer devices may include but are not limited to:	<ul style="list-style-type: none"> ● Desktops ● Laptops ● Smartphones ● Tablets ● Smartwatches
2. Computer hardware may include but are not limited to:	<ul style="list-style-type: none"> ● The System Unit E.g. Motherboard, CPU, casing, ● Input Devices e.g. Pointing, keying, scanning, voice/speech recognition, direct data capture devices. ● Output Devices e.g. hardcopy output and softcopy output

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	<ul style="list-style-type: none"> • Storage Devices e.g. main memory e.g. RAM, secondary storage (Solid state devices, Hard Drives, CDs & DVDs, Memory cards, Flash drives) • Computer Ports e.g. HDMI, DVI, VGA, USB type C etc.
3. Computer software may include but are not limited to:	<ul style="list-style-type: none"> • System software e.g. Operating System (Windows, Macintosh, Linux, Android, iOS) • Application Software e.g. Word Processors, Spreadsheets, Presentations etc. • Utility Software e.g. Antivirus programs
4. External devices may include but are not limited to:	<ul style="list-style-type: none"> • Printers • Projectors • Smart Boards • Speakers • External storage drives • Digital/Smart TVs
5. Word processing concepts may include but are not limited to:	<ul style="list-style-type: none"> • Creating word documents • Editing word documents • Formatting word documents • Saving word documents • Printing word documents
6. Mouse techniques may include but are not limited to:	<ul style="list-style-type: none"> • Clicking • Double-clicking • Right-clicking • Drag and drop
7. Internet connection options may include but are not limited to:	<ul style="list-style-type: none"> • Mobile Networks/Data Plans • Wireless Hotspots • Cabled (Ethernet/Fiber) • Dial-Up • Satellite

VARIABLE	RANGE
	<ul style="list-style-type: none"> ● ISDN (Integrated Services Digital Network)
8. Data manipulation may include but are not limited to:	<ul style="list-style-type: none"> ● Use of formulae ● Use of functions ● Sorting ● Filtering ● Visual representation using charts
9. Electronic presentation concepts may include but are not limited to:	<ul style="list-style-type: none"> ● Creating slides ● Editing slides ● Formatting slides ● Applying slide effects and transitions ● Creating and playing slideshows ● Saving presentations ● Printing slides and handouts
10. Internet services may include but are not limited to:	<ul style="list-style-type: none"> ● Communication Services ● Information Retrieval Services ● File Transfer ● World Wide Web Services ● Web Services ● Directory Services ● Automatic Network Address Configuration ● NewsGroup ● Ecommerce
11. Internet access applications/software may include but are not limited to:	<ul style="list-style-type: none"> ● Browsers ● Email Apps ● eCommerce Apps
12. Online collaboration tools may include but are not limited to:	<ul style="list-style-type: none"> ● Online Storage ● Online productivity applications ● Online meetings, ● Online learning environments, ● Online calendars ● Social networks