

## SAS / B111: Use office equipment to support your own role

**Overview:** Use office equipment relevant to your role. This might include the photocopier, shredder, printer, binder or laminator.

**Links:** Self Administration

**Specific skills:**

- Communicating
- Organising
- Recording
- Managing resources
- Planning
- Using technology
- Managing time
- Problem solving
- Negotiating
- Quality Checking

### Performance Indicators

1. Locate and select equipment and resources you need
2. Liaise with colleagues about the use of equipment
3. Follow the manufacturer's operating instructions
4. Maintain health and safety of yourself and others
5. Waste as few resources as possible
6. Follow agreed procedures for the disposal, reuse and recycling of waste
7. Take prompt action when problems with equipment arise
8. Report problems that you cannot deal with to the appropriate colleague
9. Make sure the final product meets required standards and deadlines
10. Make sure the equipment, resources and work area are ready for the next user

### Knowledge & Understanding

- A. Different types of office equipment, their features and what they can be used for
- B. How to choose equipment and resources appropriate for a range of administrative tasks
- C. The purpose and benefits of following manufacturers' instructions when operating equipment
- D. The purpose and value of making sure products meet quality standards and deadlines
- E. The purpose and benefits of liaising with colleagues about the use of equipment
- F. The purpose and benefits of keeping waste to a minimum and how to do so
- G. The purpose and benefits of following manufacturers' instructions when dealing with equipment faults
- H. The types of equipment and resource faults you are likely to experience, when you should deal with these and when you should refer them to the relevant person
- I. The purpose and benefits of leaving equipment, resources and work area ready for the next user and what the appropriate standards are