

Unit Title: Using Fax Machines and Photocopiers	
Level:	One
Credit Value:	3
GLH:	27
OCNLR Unit Code:	AY8/1/LQ/002
Ofqual Unit Reference Number:	D/505/0827

This unit has 4 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to use a fax machine for a specified purpose.	1.1. Ensure fax machine is set up correctly to send faxes. 1.2. Prepare front cover with the relevant information. 1.3. Insert front cover and other pages into fax machine. 1.4. Dial the recipient number. 1.5. Send faxes. 1.6. Ensure fax machine is ready to receive faxes. 1.7. Receive faxes. 1.8. Distribute faxes to the correct recipient complying to the organisational confidentiality policy.
2. Be able to recognise and resolve problems with the fax machine.	2.1. Identify problems with the fax machine. 2.2. Resolve problems with the fax machine.
3. Be able to prepare the photocopier for use.	3.1. Follow the manufacturer's instructions and health and safety regulations when using the photocopier. 3.2. Ensure any previous settings have been cleared. 3.3. Check for sufficient paper levels in the trays before use. 3.4. Input correct settings for the task.

4. Be able to perform photocopying tasks.	4.1. Use exposure glass to produce the correct number of copies of single pages. 4.2. Use automatic feeder to produce the correct number of copies of multiple pages. 4.3. Use the sort and staple function for multi-page photocopying tasks.
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Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed This assessment method *must* be used to assess all or part of the unit.

O = Optional This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	P
Report		Group discussion	
Oral question and answer		Performance/exhibition	
Written description		Production of artefact	