

Learning Assessment Guide

Unit Standard 5947 – Version 5

Use Computer technology to solve a specified problem

Level 3 – 3 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

This Learning Assessment Guide is made up of:

- a folio containing evidence that you are able to solve specified problems using computer technology
- verification by your manager that your solutions solved the problems
- an interview with the assessor to allow him/her to discuss anything about the assessment, the folio, the processes you used to solve the problems, and provide you with feedback on the assessment.

The tasks in this assessment are designed to show your assessor that you can:

- 1 analyse a specified problems using computer technology
- 2 propose options for utilising computer technology to solve specified problems
- 3 recommend preferred options based on an evaluation of each option's ability to meet success criteria
- 4 implement the preferred options to solve specified problems using computer technology.

Assessment Task One – Elements 1, 2 and 3

Task one is designed to allow you to submit evidence to the assessor.

You should provide evidence from at least two cases where you solved a specified problem using computer technology.

In each case you should submit sufficient evidence to allow the assessor to become familiar with the specified problem and the process you used to find a solution using computer technology, and to make a preliminary assessment based on the evidence you have submitted.

Task one instructions

Provide your assessor with a folio containing the evidence you have collected to demonstrate that you have used computer technology to solve at least two specified problems.

The folio should contain the following items for each of the cases you are presenting:

- 1 A copy of the specified problem, as you received it. The problem may be of the open ended or closed type, and should have at least two options that require computer technology.
- 2 An analysis of the problem using computer technology. The analysis must identify the critical factors involved in the problem, and the success criteria for a solution.
- 3 At least two proposed options for the solution of the problem. Each of the proposed solutions should:
 - be capable of solving the problem, according to the success criteria
 - identify the computer technology required to implement it
 - contain sufficient detail to allow the options to be evaluated.
- 4 An evaluation of the options using the success criteria, and a recommendation on which option you prefer. The recommendation should have a justification based on the evaluation.
- 5 The results of implementing the preferred option. The implementation should demonstrate success according to the success criteria. This may include the computer files produced while solving the problem.

Any of the evidence that is supplied electronically may be in the form of an e-mail, CD or other portable memory, or access by the assessor to a computer with it on the hard drive or network. Discuss this with the assessor.

The assessor will assess the folios against the criteria in the *Assessment Results* at the end of this Learning Assessment Guide. You will have the opportunity in *Assessment Task Three* to discuss any aspect of the assessment that is not illustrated by the folios at the interview.

It is not critical that each case submitted meets all the assessment criteria, but rather that the folio as a whole indicates that you have the ability indicated by the criteria.

Assessment Task Two – Elements 1, 2 and 3

Task two involves verification that the cases you have presented are your own work from your manager.

Task two instructions

Find out from your assessor whether they require oral verification (through direct contact with your manager), or written verification.

If written verification is required:

- 1 Brief your manager on the content of this unit standard.
- 2 Ask your manager to complete the following verification form.
- 3 Ensure that the completed form is given to your assessor.

Learner Verification Form – Unit Standard 5947

Name of learner:	
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This learner is currently being assessed toward unit standard 5947 – Use computer technology to solve a specified problem. Your knowledge of the learner is sought to verify whether or not the learner has solved a problem specified by you, and the solution was successful.

Please complete this form and arrange for it to be passed on to the 5947 assessor.

Are the solutions to problems submitted the learner own work?	Yes	No
Do the learner's solutions meet your success criteria?	Yes	No

Comments:

Name:		Phone:	
Position:		Date:	
Email:			

Assessment Task Three – Elements 1, 2 and 3

Task three involves an interview with the assessor to discuss the folio and the processes you used to use computer technology to analyse specified problems, and create solutions to them.

It addresses all three elements to some degree.

Task three instructions

Arrange a time to discuss your folio with the assessor.

Your assessor will be particularly interested in the following features of your folio:

- Problems you have solved, and how you used computer technology to create solutions to them.
- How you analyse problems for critical factors for choosing computer applications required for success.
- The processes you used to find alternative solutions, and evaluate them.
- The processes you used to produce a recommended option.
- Any unexpected events that have occurred during implementation of solutions.
- Clarification of any points that are unclear in the folio.

Assessment Results

These are the judgements that your assessor will use to assess you.

Do the learner's analyses identify the critical factors in the problems?	Yes	No
Are the learner's options capable of solving the problems?	Yes	No
Do the learner's descriptions of each option identify the computer technology required for implementation?	Yes	No
Do the learner's descriptions of the options allow alternatives to be evaluated?	Yes	No
Are the learner's recommendations justified by the evaluation of the alternative options?	Yes	No
Are the learner's implementations in accordance with the options recommended?	Yes	No
Do the learner's solutions to the problems meet the success criteria?	Yes	No
Does the response from their manager endorse the learner's ability to use computer technology to solve the problem?	Yes	No