

Reference No.																	
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SELF-ASSESSMENT GUIDE

Qualification Title:	COMPUTER SYSTEMS SERVICING NC II															
COC 1	INSTALL AND CONFIGURE COMPUTER SYSTEMS															
Instruction: Read each question and check the appropriate box to indicate your answer.																
Can I?															YES	NO
<i>Assemble computer hardware</i>																
• Plan and prepare unit for assembly*																
• Identify and obtain materials necessary to complete the work and checks against system requirements*																
• Obtain tools, equipment and testing devices to carry out the work and check for correct operation and safety*																
• Assemble following computer hardware according to established OH & S policies and procedures and system requirements* <ul style="list-style-type: none"> – Motherboard and its components – Hard drives and its accessories – Power supply – Peripherals such as keyboard, mouse, cables 																
• Perform Basic Input Output System (BIOS) configuration based on system requirements*																
<i>Prepare installer</i>																
• Create portable bootable devices according to software manufacturer's instruction*																
• Prepare customized installers according to software utilization guide and end-user agreement*																
• Install portable applications according to software user guide and software license*																
<i>Install operating system and drivers for peripherals/ devices</i>																
• Install operating system according to established installation procedure and end-user agreement*																
• Install and configure drivers of peripherals and devices according to manufacturer's instructions and OS installation procedures*																
• Access and install OS and drivers updates/patches based on manufacturer's recommendations and requirements*																
• Check quality of work according to established procedures*																
<i>Install application software</i>																
• Install application software based on installation guides, end-user agreement and license agreement *																

• Carry out variation in application software installation according to manufacturer's recommendations and requirements*		
• Access and install software updates based on manufacturer's recommendations and requirements*		
<i>Conduct testing and documentation</i>		
• Test devices/systems/installation to determine whether they conform to requirements*		
• Conduct stress test to ensure reliability of equipment		
• Follow 5S and 3Rs according to environmental policies		
• Complete and forward the documentation to appropriate personnel and/or authority		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
Candidate's Name & Signature:		Date:

*NOTE: * Critical Aspects of Competency*

Evaluated by: <div style="text-align: center;"> <hr style="width: 200px;"/> AC Manager </div> Date:	<input type="checkbox"/> Qualified for Assessment <input type="checkbox"/> Not yet Qualified for Assessment
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