

Reference No.																			
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SELF ASSESSMENT GUIDE (PERFORMANCE ASSESSMENT)

Qualification Title	COMPUTER SYSTEMS SERVICING NC II		
COC 1 Title	INSTALL AND CONFIGURE COMPUTER SYSTEMS		
Instruction			
<ul style="list-style-type: none"> • Read each question in the left-hand column of the chart. • Mark a check opposite each question to indicate your answer. 			
Can I?	YES	NO	
<ul style="list-style-type: none"> • Assemble computer hardware* 			
- Plan and prepare unit assembly			
- Identify and obtain the materials, tools and equipment in accordance with job requirements			
- Follow the OH & S policies <i>and</i> procedures to ensure operation safety requirements			
- Assemble computer hardware in accordance with job and system requirements			
- Configure Basic-Input-Output System (BIOS)			
<ul style="list-style-type: none"> • Prepare installer* 			
- Create portable bootable devices			
- Customize installers			
- Install portable applications			
<ul style="list-style-type: none"> • Install operating system and drivers/peripheral installation work* 			
- Install operating system			
- Install and configure peripherals/devices			
- Access and install OS and drivers update/patches			
- Undertake on-going checks to ensure quality of work			
<ul style="list-style-type: none"> • Install application software based on software * 			
- Install application software based on installation guide and software license agreement			
- Carry out variation to application software installation			
- Access and install software updates			
<ul style="list-style-type: none"> • Conduct testing and documentation* 			

- Test devices/systems and/or installation		
- Conduct stress test		
- Follow 5S and 3Rs according to environmental policies		
- Prepare and forward documentation to appropriate personnel		
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 manager/supervisor.		
Candidate's Name & Signature:	Date:	

NOTE:* Critical aspect of competency

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SELF ASSESSMENT GUIDE (PERFORMANCE ASSESSMENT)

Qualification Title	COMPUTER SYSTEMS SERVICING NC II		
COC 2 Title	SET UP COMPUTER NETWORKS		
Instruction <ul style="list-style-type: none"> • Read each question in the left-hand column of the chart. • Mark a check opposite each question to indicate your answer. 			
Can I?	YES	NO	
<ul style="list-style-type: none"> • Install network cables* 			
- Determine and plan the cable route			
- Identify and obtain network materials necessary to complete the work			
- Obtain the needed tools, equipment and testing devices			
- Use appropriate personal protective equipment			
- Perform cable splicing based on standards			
- Install network cables and cable raceway			
- Perform and check installation work			
- Follow 5S and 3Rs			
<ul style="list-style-type: none"> • Set network configuration* 			
- Check network connectivity of terminals			
- Diagnose and remedy fault or problem in the network System			
- Configure Network Interface Card settings			
- Carry out communication checking between Terminals			
- Respond to unplanned events or conditions			
<ul style="list-style-type: none"> • Set router/Wi-Fi/wireless access point/repeater configuration* 			
- Configure client device system settings			
- Configure Local Area Network port			
- Configure Wide Area Network port			
- Configure wireless settings			
- Configure security/firewall/advance settings			
<ul style="list-style-type: none"> • Inspect and test configured computer networks* 			

- Undertake final inspections		
- Check computer networks		
- Prepare complete reports		
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 manager/supervisor.		
Candidate's Name and Signature:	Date:	

NOTE:* Critical aspect of competency

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SELF ASSESSMENT GUIDE (PERFORMANCE ASSESSMENT)

Qualification Title	COMPUTER SYSTEMS SERVICING		
COC 3 Title	SET UP COMPUTER SERVERS		
Instruction <ul style="list-style-type: none"> • Read each question in the left-hand column of the chart. • Mark a check opposite each question to indicate your answer. 			
Can I?	YES	NO	
<ul style="list-style-type: none"> • Set up user access* <ul style="list-style-type: none"> - Create user folder - Configure user access level - Perform security check • Configure network services* <ul style="list-style-type: none"> - Check normal functions of server - Install/update required modules/add-ons - Confirm network services to be configured - Check operation of network services - Respond to unplanned events or conditions • Perform testing, documentation and pre-deployment procedures* <ul style="list-style-type: none"> - Undertake pre-deployment procedures - Undertake and configure peripherals/devices - Prepare and complete reports 			
<p>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 manager/supervisor.</p>			
Candidate's Name and Signature:		Date:	

NOTE:* Critical aspect of competency

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SELF ASSESSMENT GUIDE (PERFORMANCE ASSESSMENT)

Qualification Title	COMPUTER SYSTEMS SERVICING NC II		
COC 4 Title	MAINTAIN AND REPAIR COMPUTER SYSTEMS AND NETWORKS		
Instruction			
<ul style="list-style-type: none"> • Read each question in the left-hand column of the chart. • Mark a check opposite each question to indicate your answer. 			
Can I?	YES	NO	
<ul style="list-style-type: none"> • Plan and prepare for maintenance and repair* <ul style="list-style-type: none"> - Plan and prepare maintenance and/or diagnosis of faults - Obtain and check tools, equipment and testing devices - Obtain materials necessary to complete the work - Follow OHS policies and procedures - Check computer systems and networks against job/service order 			
<ul style="list-style-type: none"> • Maintain computer systems and networks* <ul style="list-style-type: none"> - Use appropriate personal protective equipment - Check normal functions of computer systems and networks - Perform scheduled/periodic maintenance - Perform needed repairs and replacements - Respond to unplanned events or conditions 			
<ul style="list-style-type: none"> • Diagnose faults of computer systems and networks* <ul style="list-style-type: none"> - Manage and implement contingency measures 			
<ul style="list-style-type: none"> • Rectify/correct defects in computer systems and networks* <ul style="list-style-type: none"> - Replace defective components or parts without damaging the surrounding environment or services - Make adjustments, if necessary 			
<ul style="list-style-type: none"> • Inspect and test the computer systems and networks* <ul style="list-style-type: none"> - Undertake final inspections - Check and test computer systems and networks - Clear work site from all wastes - Follow 5S and 4Rs according to environmental policies 			

- Prepare and complete reports		
<p>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 manager/supervisor.</p>		
Candidate's Name &Signature:	Date:	

NOTE:* Critical aspect of competency

CANDIDATE'S GUIDE FOR THE PORTFOLIO ASSESSMENT

PORTFOLIO COVER SHEET

CANDIDATE'S NAME			
POSITION/DESIGNATION			
COMPANY		CONTACT NUMBER(S)	
COMPANY ADDRESS			
QUALIFICATION APPLIED FOR		DATE SUBMITTED	
Portfolio evidence to be presented /submitted			
<ul style="list-style-type: none"> <input type="checkbox"/> National Certificate in Computer Hardware Servicing NC II <input type="checkbox"/> Certificate of Employment with job description <input type="checkbox"/> Pictures/videos taken in the workplace with co-workers(with company name/logo) <input type="checkbox"/> Training certificate <input type="checkbox"/> Transcript of Records <input type="checkbox"/> Diploma <input type="checkbox"/> Written statements or references (from workplace supervisors, managers, etc.) 			
NOTE:			
<ul style="list-style-type: none"> ✓ Original copy of any five (5) of the identified documents shall be presented to the assessor during the interview; ✓ If the assessor finds the evidences presented inadequate, he may still require the candidate to undergo the performance assessment (Section 4 of the Training Regulations). 			
I declare that these portfolio evidences presented are true and correct.			
_____ Candidate's signature over printed name			

Presentation of the Portfolio

Each document in the portfolio will need to be supported by a statement which outlines:

- The purpose of the document
- How the document relates to the requirements of the units of competency/Qualification
- Information about those who have contributed or can verify evidence (Names, address, contact numbers and items of evidence with which they have been involved).
- Show links between each piece of evidence so that they build a picture of your competence.

The PORTFOLIO must be organized and submitted in a legal size folder and arranged in the following order:

1. Cover Sheet
2. Application Form (TESDA-SOP-CO-07-F21)
3. The index of evidence
4. The evidences (appropriately numbered)
5. Information of people who contributed or can verify evidence

ORGANIZATION OF THE PORTFOLIO

DOCUMENT	DESCRIPTION
1. Cover sheet	Shall contain the following: <ul style="list-style-type: none"> • Candidate's name • Job title • Name and address of the candidate's workplace • Qualification title • Submission date
2. Application Form	Completely filled-out with picture (passport size, white background) (TESDA-SOP-CO-07-F21)
3. Information of people who contributed or can verify evidence	Shall include names, address, contact numbers and items of evidence with which they have been involved. People involve may include: <ul style="list-style-type: none"> • Line manager • Supervisor • Team leader/Lead person
4. The candidate's statement	This explains the evidence, the context from which the evidence was drawn and the candidate's role within it.
5. The index of evidence	The index of evidence shall contain list items of evidence and assign each item a unique reference number. This will enable items of evidence to be used against more than one evidence requirement. E.g., <i>Employment History - #1</i>
6. The evidences	The actual documents to be used in assessing competence. These must be appropriately numbered and arranged according to the sequence indicated in the Index.

RULES OF EVIDENCE

RULE	PARTICULARS
AUTHENTIC	The Evidence is: <ul style="list-style-type: none"> ✓ Candidate's own work ✓ Genuine
CONSISTENT	The Evidence: <ul style="list-style-type: none"> ✓ Shows that the candidate consistently meets the standards under workplace conditions ✓ Incorporates multiple items of evidence
CURRENT	The Evidence <ul style="list-style-type: none"> ✓ Reflects the candidate's current knowledge ✓ Establishes that the candidate can meet the elements and performance criteria specified in the current version of the Competency Standard
RECENT	The Evidence: <ul style="list-style-type: none"> ✓ Shows the latest training attended by the candidate relative to the current version of the Competency Standard
SUFFICIENT	The Evidence: <ul style="list-style-type: none"> ✓ Covers all the elements ✓ Meets <u>ALL</u> the evidence requirements ✓ Meets ALL the dimensions of competency- <ul style="list-style-type: none"> ○ Task skills ○ Task management skills ○ Contingency management skills ○ Job/role environment skills
VALID	The Evidence is: <ul style="list-style-type: none"> ✓ Related to the current version of the CS ✓ Relevant to the Elements, Performance Criteria ✓ Consistent with the Range of Variables and Evidence Guide of the CS

ONLY DOCUMENTS THAT MEET THE SIX (6) RULES SHALL BE USED AS EVIDENCE TO ASSESS COMPETENCE.