

1. Title	Aeronautical electronic document files conversion and transfer between operating systems	
2. Code	EMAMCM301A	
3. Range	Convert and transfer electronic files	
4. Level	3	
5. Credit	4	
6. Competency	<u>Performance Requirement</u>	
	6.1 Convert and transfer electronic files	<ul style="list-style-type: none"> ◆ Able to review the documents and procedures. ◆ Able to obtain and check the resources for serviceability or status in accordance with the procedures, e.g. computer, electronic storage media, publications. ◆ Able to setup the file conversion program in accordance with the procedures. ◆ Able to convert and transfer the electronic files to electronic files in other operating systems in accordance with the procedures.
	6.2 Professional approach	<ul style="list-style-type: none"> ◆ Able to complete the task within the stipulated duration. ◆ Able to store the electronic files in accordance with the procedures. ◆ Able to prepare the electronic storage media for storage, transit or use in accordance with the procedures. ◆ Able to complete the documentation in accordance with the procedures, e.g. labels, work cards, certification. ◆ Able to return the work area in a condition that enables the next task to begin

7. Assessment Criteria	The integral outcome requirement of this UoC is: (i) Able to convert and transfer the aeronautical electronic files between operating systems using file conversion software.
8. Remarks	Ref: NZQA - 4017