

1. Title	File conversion from aeronautical manuscripts to electronic files
2. Code	EMAMCM302A
3. Range	Convert and transfer electronic files,e.g. optical character reader or scanner with optical character reading software
4. Level	3
5. Credit	4
6. Competency	<p style="text-align: center;"><u>Performance Requirement</u></p> <p>6.1 Convert aeronautical manuscripts to electronic files</p> <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, optical character reader, electronic storage media, publications. ◆ Able to setup the file conversion program in accordance with the procedures. ◆ Able to convert the manuscripts to electronic files in accordance with the procedures. <p>6.2 Professional approach</p> <ul style="list-style-type: none"> ◆ Able to complete the task within the stipulated duration. ◆ Able to store the converted electronic files in accordance with the procedures. ◆ Able to prepare the manuscripts and 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 the aeronautical manuscripts to electronic files.
8. Remarks	Ref: NZQA - 4018