

1. Title	Aeronautical electronic document files conversion and transfer between software packages	
2. Code	EMAMCM303A	
3. Range	Convert and transfer electronic files,e.g. database files to word processed files and vice versa	
4. Level	3	
5. Credit	4	
6. Competency	<p style="text-align: center;"><u>Performance Requirement</u></p> <p>6.1 Convert and transfer aeronautical electronic files between software packages.</p> <ul style="list-style-type: none"> <li>◆ Able to review the documents and procedures.</li> <li>◆ Able to obtain and check the resources for serviceability or status in accordance with the procedures,e.g. computer, electronic storage media, publication</li> <li>◆ Able to setup the file conversion program in accordance with the procedures.</li> <li>◆ Able to convert and transfer the electronic files to electronic files in other software packages in accordance with the procedures.</li> </ul> <p>6.2 Professional approach</p> <ul style="list-style-type: none"> <li>◆ Able to complete the task within the stipulated duration.</li> <li>◆ Able to store the converted electronic files in accordance with the procedures.</li> <li>◆ Able to prepare the electronic storage media for storage, transit or use in accordance with the procedures, and task requirements.</li> <li>◆ Able to complete the documentation in accordance with the procedures,e.g. labels, work cards, certification.</li> <li>◆ Able to return the work area in a condition that enables the next task to begin</li> </ul>	

7. Assessment Criteria	The integral outcome requirement of this UoC is:  (i) Able to convert and transfer the aeronautical electronic files between software packages using file conversion software.
8. Remarks	Ref: NZQA - 4019