**Appendix A**

**List of tools, equipment and facilities**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Tools, equipment, facilities and materials requirements** | | | | | | | |  | |  | |
| **Title of qualification** | | *National Vocational Certificate in Office Administration and Technology* | | | | | |  | | ***Level 4*** | |
| **Compilation date** | | 2024 |  | | | | |  | |  | |
| **Tools required to deliver this qualification** | | | | | | | |  | |  | |
| **Item** | | | | **Quantity required** | | **Quantity available** | | **Number of Trainees** | | **Comments** | |
| **Facilities required to deliver this qualification** | | | |  | |  | |  | |  | |
| Networked Computer Lab (workstation) with Internet | | | |  | |  | |  | |  | |
| Classroom Area per trainee  (tables and chairs) etc | | | | 1 m2:1 | |  | |  | | *In case where training provider has one lab that utilised by all.* | |
| Smartboard/Whiteboard/chalkboard | | | | 1:20 | |  | |  | |  | |
| Projection area | | | | 1:20 | |  | |  | |  | |
| Projector | | | | 1:20 | |  | |  | |  | |
| **Safety Required** | | | |  | |  | |  | |  | |
| First Aid Kit | | | | 1:20 | |  | |  | | Updated stocked First Aid Kit | |
| Safety signs | | | | Unlimited | |  | |  | | *Mandatory, warning signs, prohibited signs, emergency signs* | |
| Fire extinguisher | | | | 1:20 | |  | |  | | *Serviced* | |
| **Stationaries** | | | |  | |  | |  | |  | |
| Folders (different types i.e. manila) | | | | unlimited | |  | |  | |  | |
| Diary | | | | 1:1 | |  | |  | |  | |
| Date Stamp | | | | 1:20 | |  | |  | | *Specific for training purpose* | |
| Files | | | | unlimited | |  | |  | | *E.g: Lever arch, Suspension, Clipboard* | |
| Printing papers (all sizes) | | | | unlimited | |  | |  | |  | |
| Messenger pads | | | | unlimited | |  | |  | |  | |
| File dividers | | | | unlimited | |  | |  | |  | |
| Envelopes (all sizes) | | | | unlimited | |  | |  | |  | |
| National Telephone directory | | | | unlimited | |  | |  | |  | |
| Calculator | | | | 1:1 | |  | |  | |  | | |
| Flip chart papers | | | | unlimited | |  | |  | |  | | |
| Typist document holder | | | | 1:1 | |  | |  | |  | | |
| Standard Punch | | | | 5: 20 | |  | |  | |  | | |
| Heavy-duty Punch | | | | 2: 20 | |  | |  | |  | | |
| Staple pin remover | | | | 10: 20 | |  | |  | |  | | |
| Letter opener | | | | 10: 20 | |  | |  | |  | | |
| Whiteboard markers | | | | unlimited | |  | |  | |  | | |
| Permanent markers | | | | unlimited | |  | |  | |  | | |
| Notice Board | | | | 1: 20 | |  | |  | |  | | |
| Standard stapler | | | | 5: 20 | |  | |  | |  | | |
| Heavy-duty stapler | | | | 2: 20 | |  | |  | |  | | |
| Financial documents | | | |  | |  | |  | | *For examples, deposit slips, purchase orders, requisitions, delivery notes, receipts, invoices and quotations* | |
| Petty cash | | | |  | |  | |  | | *For examples, petty cash voucher, petty cash journal, petty cash requisition* | |
| Filing cabinets | | | | unlimited | |  | |  | |  | |
| Storage devices | | | | 1:1 | |  | |  | | *E.g. USB, OneDrive, Cloud, External Hard drive* | |
| **Hand tools and Equipment** | | | | | | | |  | |  | |
| Audio tapes | | | | 1:1 | |  | |  | |  | |
| Computer | | | | 1:1 | |  | |  | | This can be laptop or desktop computer including all peripherals, etc. | |
| Multi-purpose Photocopier | | | | 1: 20 | |  | |  | |  | |
| Digital cameras | | | | 2: 20 | |  | |  | |  | |
| Printers | | | | 1: 20 | |  | |  | |  | |
| Scanners | | | | 1: 20 | |  | |  | |  | |
| Planning control board | | | | 1: 20 | |  | |  | |  | |
| Dictaphones | | | | 4: 20 | |  | |  | |  | |
| Guillotine | | | | 1: 20 | |  | |  | |  | |
| Binding machine | | | | 1: 20 | |  | |  | |  | |
| Telephone handset | | | | 2: 20 | |  | |  | |  | |
| Shredder | | | | 1:20 | |  | |  | |  | |
| **Materials required to deliver this qualification** | | | | | | | | | |  | |
| Computer software packages | | | |  | |  | |  | | Microsoft Office 365 | |
| Training manuals | | | | 1:1 | |  | |  | |  | |
| Reference materials | | | | unlimited | |  | |  | |  | |
| Printing papers | | | | unlimited | |  | |  | |  | |
| **Additional information** | | | | | | | | | |  | |
| All equipment and other items  mentioned above are for training NOT  to be shared by administration staff of other departments. | | | | | | | | | |  | |

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