**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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