

Methodological tool: Handling repairs

Number of methodological Tool	EUPA_LO_041_M_001
Work Area Code and Title	WA 2: Office Equipment and Technology
Unit Code and Title	3.1 Use of office equipment to carry out tasks and to solve routine problems
Learning Outcome Number and Title	LO 41 Demonstrate ability to explain how to identify repairs needed to the facilities and equipment of an office; describe procedures for dealing with repairs needed; explain the types of problems that arise with the use and supervision of office facilities and equipment, and how to deal with them.
Objective of the methodological tool	This is a discussion exercise, the aim is for the learners to discuss the issues that may arise with equipment, how to identify when the repairs are needed and when and how they should arrange external help
Approximate Time needed for the completion of this exercise	10 min
Individual or group exercise	<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Group
Type of methodological tool	<input type="checkbox"/> Written exercise <input type="checkbox"/> Self evaluation questionnaire <input type="checkbox"/> Group exercise <input type="checkbox"/> Video analysis <input type="checkbox"/> Simulation <input type="checkbox"/> Multiple choice <input type="checkbox"/> Group exercise with cards <input type="checkbox"/> Exercise using ICT <input type="checkbox"/> Role play <input checked="" type="checkbox"/> Group discussion <input type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise/Procedure	<ol style="list-style-type: none"> 1. Ask participants to come up with different situations that can happen to equipment (write them on the flipchart) 2. Ask participants to sort them into 2 groups ("solvable with internal resources" and "need external help") 3. Discuss how and where they would search for external help. 4. Follow with the lecture to explain the theory and confront it with their ideas
Exercise is accompanied by	N/A
Exercise solution	N/A
Other comments to the trainer	N/A

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