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### SELF-ASSESSMENT GUIDE

Qualification Title	<b>COMPUTER SYSTEMS SERVICING NC II</b>		
COC 1 Title	<b>INSTALL AND CONFIGURE COMPUTER SYSTEMS</b>		
Instruction: Read each question and check the appropriate box to indicate your answer.			
<b>Can I?</b>	<b>YES</b>	<b>NO</b>	
• Plan and prepare unit for assembly*			
• Identify and obtain materials necessary to complete the work and check against system requirements			
• Obtain tools, equipment and testing devices to carry out the work and check for correct operation and safety			
• Assemble following computer hardware according to established OH & S policies and procedures and system requirements: a. Motherboard and its components b. Hard drives and its accessories c. Power supply d. Peripherals such as keyboard, mouse, cables			
• Perform Basic Input Output System(BIOS) configuration based on system requirements*			
• Create portable bootable devices according to software manufacturer's instruction			
• Prepare customized installers according to software utilization guide and end-user agreement			
• Install portable applications according to software user guide and software license			
• Install operating system according to established installation procedure and end-user agreement			
• Install and configure drivers of peripherals and devices according to manufacturer's instructions and OS installation procedures			
• Access and install OS and drivers updates/patches based on manufacturer's recommendations and requirements*			
• Check quality of work according to established procedures*			
• Install application software based on installation guides, end-user agreement and license agreement *			
• Carry out variation in application software installation according to manufacturer's recommendations and requirements*			
• Access and install software updates based on manufacturer's recommendations and requirements*			
• Test devices/systems/installation to determine whether they conform to requirements*			
• Conduct stress test to ensure reliability of equipment*			

<ul style="list-style-type: none"> <li>• Follow 5S and 3Rs according to environmental policies</li> </ul>		
<ul style="list-style-type: none"> <li>• Complete and forward the documentation to appropriate personnel and/or authority*</li> </ul>		
<p>I agree to undertake assessment in the knowledge that information gathered will be used only for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.</p>		
<p><b>Candidate's signature:</b></p>	<p><b>Date:</b></p>	

*NOTE: \* Critical Aspects of Competency*

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**SELF-ASSESSMENT GUIDE**

Qualification Title	<b>COMPUTER SYSTEMS SERVICING NC II</b>		
COC 2 Title	<b>SET UP COMPUTER NETWORKS</b>		
Instruction: Read each question and check the appropriate box to indicate your answer.			
<b>Can I?</b>	<b>YES</b>	<b>NO</b>	
<ul style="list-style-type: none"> <li>Determine and plan cable routes according to network design *</li> </ul>			
<ul style="list-style-type: none"> <li>Identify and obtain network materials necessary to complete the work according to established procedures and checks against system requirements*</li> </ul>			
<ul style="list-style-type: none"> <li>Obtain tools, equipment and testing devices needed to carry out the installation work in accordance with established procedures and check for correct operation and safety*</li> </ul>			
<ul style="list-style-type: none"> <li>Use appropriate personal protective equipment and follows OH &amp; S policies and procedures</li> </ul>			
<ul style="list-style-type: none"> <li>Perform copper cable splicing in accordance with the standards such as the 568A and 568B color coding cabling standards*</li> </ul>			
<ul style="list-style-type: none"> <li>Install network cables and cable raceway in accordance with established procedures and installation requirements*               <ul style="list-style-type: none"> <li>slotted PVC</li> <li>metallic raceway</li> <li>flexible conduit</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>Perform and check installation work to ensure compliance with requirements*</li> </ul>			
<ul style="list-style-type: none"> <li>Follow 5S and 3Rs according to environmental policies</li> </ul>			
<ul style="list-style-type: none"> <li>Check network connectivity of each terminal in accordance with network design*</li> </ul>			
<ul style="list-style-type: none"> <li>Diagnose and remedy network fault or problem in line with the standard operating procedures</li> </ul>			
<ul style="list-style-type: none"> <li>Configure network interface card (NIC) settings in accordance with network design*               <ul style="list-style-type: none"> <li>Configure IP address of all devices are configured</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>Carry out communication checking between terminals in accordance with OS network configuration guides*               <ul style="list-style-type: none"> <li>File sharing</li> <li>Access network resources</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>Respond to unplanned events or conditions in accordance with established procedures*               <ul style="list-style-type: none"> <li>Diagnose problems by retracing steps or localizing the trouble area</li> </ul> </li> </ul>			

<ul style="list-style-type: none"> <li>• Set router/Wi-Fi/ wireless access point/repeater configuration* <ul style="list-style-type: none"> <li>- Configure and set router</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• Configure client device systems settings in accordance with manufacturer's instructions, end-user preference and network design*</li> </ul>		
<ul style="list-style-type: none"> <li>• Configure Client computer wi-fi access</li> </ul>		
<ul style="list-style-type: none"> <li>• Configure local area network (LAN) port*</li> </ul>		
<ul style="list-style-type: none"> <li>• Configure wide area network (WAN) port*</li> </ul>		
<ul style="list-style-type: none"> <li>• Configure wireless settings*</li> </ul>		
<ul style="list-style-type: none"> <li>• Configure security/firewall/advance settings*</li> </ul>		
<ul style="list-style-type: none"> <li>• Undertake final inspection to ensure that the configuration conforms with the manufacturer's instructions/manual*</li> </ul>		
<ul style="list-style-type: none"> <li>• Check computer networks to ensure safe operation*</li> </ul>		
<ul style="list-style-type: none"> <li>• Prepare/complete reports according to company requirements*</li> </ul>		
<p>I agree to undertake assessment in the knowledge that information gathered will used only for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.</p>		
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**SELF-ASSESSMENT GUIDE**

Qualification Title	<b>COMPUTER SYSTEMS SERVICING NC II</b>		
COC 3 Title	<b>SET UP COMPUTER SERVERS</b>		
Instruction: Read each question and check the appropriate box to indicate your answer.			
<b>Can I?</b>	<b>YES</b>	<b>NO</b>	
• Create user folder in accordance with network operating system features*			
• Configure user access level based on NOS features and established network access policies and end-user requirements*			
• Perform security check in accordance with established network access policies/end-user requirements*			
• Check normal functions of server in accordance with manufacturer’s instructions*			
• Install/update required modules/add-ons based on NOS installation procedures*			
• Confirm network services to be configured based on user/system requirements*			
• Check operation of network services based on user/system requirements*			
• Respond to unplanned events or conditions in accordance with established procedure*			
• Perform testing of network through file and printer sharing, documentation and pre-deployment procedures*			
• Undertake pre-deployment procedures based on enterprise policies and procedures*			
• Undertake operation and security check based on end-user requirements*			
• Prepare and complete reports according to enterprise policies and requirements*			
I agree to undertake assessment in the knowledge that information gathered will used only for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.			
<b>Candidate’s signature:</b>	<b>Date:</b>		

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**SELF-ASSESSMENT GUIDE**

Qualification Title	<b>COMPUTER SYSTEMS SERVICING NC II</b>		
COC 4 Title	<b>MAINTAIN AND REPAIR COMPUTER SYSTEMS AND NETWORKS</b>		
Instruction: Read each question and check the appropriate box to indicate your answer.			
<b>Can I?</b>	<b>YES</b>	<b>NO</b>	
• Plan and prepare maintenance and/or diagnosis of faults in line with job requirements*			
• Obtain and check tools, equipment and testing devices for correct operation and safety – Hardware tools – Software tools			
• Obtain and check materials necessary to complete the work in accordance with established procedures and checks against job requirements			
• Follow OHS policies and procedures			
• Check computer systems and networks for maintenance against job/service order instructions and specifications*			
• Use appropriate personal protective equipment in line with standard procedures			
• Check normal function of computer systems and networks based on manufacturer’s instructions			
• Perform scheduled/periodic maintenance in accordance with manufacturer’s requirements			
• Perform necessary repairs/replacements in accordance with established procedures			
• Respond to unplanned events or conditions in accordance with established procedures			
• Diagnose faults or problems in the computer systems and networks according to requirements and in line with the standard procedures*			
• Manage and implement contingency measures in accordance with established procedures			
• Replace or correct defective components or parts without damage to the surrounding environment or services*			
• Make adjustments, if necessary in accordance with established procedures*			

• Clean and clear work site of all debris to ensure safety in accordance with company procedures		
• Follow 5S and 4Rs according to environmental policies		
• Undertake final inspections to ensure that the testing conducted on the device conforms with the manufacturer's instructions/manual*		
• Check and test computer systems and networks to ensure safe operation*		
• Prepare and complete reports according to company requirements*		
I agree to undertake assessment in the knowledge that information gathered will used only for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
<b>Candidate's signature:</b>	<b>Date:</b>	

*NOTE: \* Critical Aspects of Competency*