

Title	Develop and use keyboarding skills to enter text		
Level	1	Credits	3

Purpose	<p>This unit standard is for people who wish to develop basic keyboarding skills for employment or education.</p> <p>People credited with this unit standard are able to: develop keyboarding techniques to key in alpha and numeric text, and symbols or special characters, using a standard alphanumeric keyboard; and demonstrate keyboarding techniques to avoid overuse injuries and explain concepts of ergonomic practices and workstation care and maintenance.</p>
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Classification	Business Administration > Business Information Processing
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Available grade	Achieved
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Guidance Information

- 1 All activities associated with this unit standard must comply with occupational health and safety guidelines and recommendations in relation to working environment and work practices. Reference for this unit standard includes How to use your visual display unit safely. Worksafe New Zealand, available at <http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/visual-display-unit-safely-how-to-use-your/howtousevdu.pdf>.
- 2 Accuracy calculation – five keystrokes represents an average word. Keystrokes include punctuation and spacing. One error only is counted in each word. A 98% accuracy level allows two errors per 100 words.
- 3 Touch typing skills are not required to achieve this unit standard. The keyboarding techniques required are those that promote safe, ergonomic use of keyboards including the location of guide keys and use of fingering pathways.
- 4 Spelling, grammar, vocabulary, and punctuation in the documents must be consistent with the nature and purpose of the business or organisational information required. Candidates must be given the opportunity to proofread their work prior to submission.
- 5 Symbols or special characters refer to only those indicated on keys accessible on the keyboard.
- 6 The following legislation and subsequent amendments provide reference, where needed, for this unit standard:
Health and Safety in Employment Act 1992.

Outcomes and performance criteria

Outcome 1

Develop keyboarding techniques to key in alpha and numeric text, and symbols or special characters, using a standard alphanumeric keyboard.

Performance criteria

- 1.1 Text entry settings established for line spacing, font size, and page margins are consistent with information provided and output required.
- 1.2 Keyboarding techniques are used to key in sentences and paragraphs containing alphanumeric text entries, symbols, and special characters, of a minimum of 1000 keystrokes, in accordance with information provided and output required.

Outcome 2

Demonstrate keyboarding techniques to avoid overuse injuries and explain concepts of ergonomic practices and workstation care and maintenance.

Performance criteria

- 2.1 Positioning of fingers, wrists, forearms, and back, in relationship to the size, slope, and type of keyboard and workstation being used, is consistent with occupational health and safety guidelines for keyboarding operators.
- 2.2 Overuse syndrome prevention techniques are demonstrated in relation to posture and technique in accordance with occupational health and safety guidelines for keyboarding operators.
- 2.3 Concepts of ergonomic practice relating to keyboarding are explained in accordance with occupational health and safety guidelines for keyboarding operators.

Range examples of ergonomic factors may include but are not limited to – room temperature, humidity, ventilation, work station location and design, chair design and height, noise, lighting, positioning of power cables, positioning of keyboard and screen, screen background colour, screen brightness control, reduction of screen glare and radiation, screen tilt, copyholder type and position, use of footrests, anti-static furnishings;
explanation for five ergonomic factors is required.

- 2.4 Workstation care and maintenance are described in relation to keyboarding operations.

Range may include but is not limited to – cleaning, storage, notification of equipment faults, confirmation of replacement of consumables by designated personnel;
evidence of two is required.

Replacement information	This unit standard, unit standard 102 and unit standard 12883 were replaced by unit standard 32000 and unit standard 32001.
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This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 March 1993	31 December 2011
Review	2	27 June 1996	31 December 2011
Review	3	28 April 1997	31 December 2011
Review	4	28 June 1999	31 December 2011
Review	5	26 September 2005	31 December 2012
Review	6	17 December 2010	31 December 2017
Rollover and Revision	7	16 April 2015	31 December 2022
Review	8	27 February 2020	31 December 2022

Consent and Moderation Requirements (CMR) reference	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.