

Title	Consolidate keyboarding skills and produce accurate text based documents		
Level	1	Credits	3

Purpose	<p>This unit standard is for people who wish to build on existing basic keyboarding skills for employment or education.</p> <p>People credited with this unit standard are able to use keyboarding skills, including shortcut keys, to produce text, and consolidate keyboarding skills to produce text with accuracy.</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 For assessment, candidates must demonstrate the ability to use shortcut keys to layout the documents and format text. The use of a minimum of three shortcut keys must be demonstrated.
- 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 The following legislation and subsequent amendments provide reference, where needed, for this unit standard:
Health and Safety in Employment Act 1992.
- 6 Recommended skills and knowledge for entry:
Unit 101, *Develop and use keyboarding skills to enter text*.

Outcomes and performance criteria

Outcome 1

Use keyboarding skills, including shortcut keys, to produce text.

Performance criteria

- 1.1 Layout principles are used to produce sentences, paragraphs, and page layouts as required.
- Range page margins, line spacing, alignment.
- 1.2 Paragraphs produced are consistent with the format of text output required.
- Range may include but is not limited to – justified (blocked), first line indent.
- 1.3 Formatting techniques applied to enhance text are consistent with the format of text required.
- Range bold, italics, capitals.

Outcome 2

Consolidate keyboarding skills, including shortcut keys, to produce text with accuracy.

Range text output is a minimum of three documents of three paragraphs each.

Performance criteria

- 2.1 Short paragraphs of alphanumeric text containing 50-100 words are keyed in accurately from prepared copy.
- 2.2 Text production includes the use of figures and words in relation to the style required.
- Range may include but is not limited to – words or figures to represent numbers, dates, fractions, currency symbols, time, measurements; evidence of four examples is required.

Replacement information	This unit standard, unit standard 101 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	28 February 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>.