

<b>Title</b>	<b>Use data entry skills to input data</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	<p>This unit standard is for people who wish to use data entry skills in employment or education contexts.</p> <p>People credited with this unit standard are able to: prepare data for data entry; enter data using a computer software application; and develop data entry speed and accuracy.</p>
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<b>Classification</b>	Business Administration > Business Information Processing
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<b>Available grade</b>	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 Assessment for this standard requires using a conventional alphanumeric keyboard.
- 4 The following legislation and subsequent amendments provide reference, where needed, for this unit standard:  
Health and Safety in Employment Act 1992.

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### Outcomes and performance criteria

#### Outcome 1

Prepare data for data entry.

**Performance criteria**

- 1.1 Data types are identified.
- Range alphabetic, numeric, alphanumeric;  
evidence is required of all three types.
- 1.2 Use of structured codes for entry of data is recognised in relation to the nature of data output required.
- Range structured codes may include but are not limited to – passport numbers, credit card numbers, customer account numbers;  
evidence for two different structured codes is required.
- 1.3 Data preparation procedures are consistent with the entry system used and the data output required.
- Range may include but is not limited to – batching, checking methods of data entry, validating data types for entry;  
evidence for two data preparation methods is required.
- 1.4 Data verification methods are consistent with the entry system used and the data output required.
- Range may include but is not limited to – re-entry of data, database structure, data entry form design, output analysis;  
evidence for two data verification methods is required.

**Outcome 2**

Enter data using a computer software application.

**Performance criteria**

- 2.1 Keyboarding techniques are applied to key in text of 300 keystrokes containing alpha, numeric, and special character key combinations in accordance with information provided and output required.
- 2.2 Keyboarding techniques are applied to key in text of 300 keystrokes containing numeric key combinations, using the numeric keypad in accordance with information provided and output required.

**Outcome 3**

Develop data entry speed and accuracy.

**Performance criteria**

- 3.1 Data containing alphabetic, numeric, and special characters, of a minimum of 2000 keystrokes, is entered within 20 minutes, with at least 98% accuracy, in accordance with information provided and output required.

**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 2023
Review	8	27 February 2020	31 December 2023
Rollover	9	24 November 2022	31 December 2023

#### Consent and Moderation Requirements (CMR) reference

0113

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.