

Title	Key in text at 15 words per minute (wpm)		
Level	1	Credits	1

Purpose	People credited with this unit standard are able to key in text at 15 wpm.
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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 Numeric text, keyboard symbols and special characters must comprise at least 5% of the total text.
- 4 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

Key in text at 15 wpm.

Performance criteria

- 1.1 Alphabetic text containing a minimum of 75 words (375 keystrokes) is keyed in within five minutes, with at least 98% accuracy, and output produced is consistent with information provided and output required.

- 1.2 Text containing alpha and numeric text, keyboard symbols and/or special characters, requiring a minimum of 375 keystrokes, is keyed in within seven minutes, with at least 98% accuracy, and output produced is consistent 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Status information and last date for assessment for superseded versions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 June 1999	31 December 2011
Review	2	26 September 2005	31 December 2012
Review	3	17 December 2010	31 December 2017
Rollover and Revision	4	16 April 2015	31 December 2022
Review	5	27 February 2020	31 December 2022

Consent and Moderation Requirements (CMR) reference

0113

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