

<b>Title</b>	<b>Enter prescribed text accurately using basic keyboarding skills and identify safe ergonomic practices</b>		
<b>Level</b>	<b>1</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	People credited with this unit standard are able to: enter prescribed text accurately using basic keyboarding skills and layout principles; and identify ergonomic principles for the safe operation of computers according to current approved guidelines.
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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 Touch typing skills are not required to achieve this unit standard. The keyboarding skills required are those that promote safe, ergonomic practices. Basic keyboarding skills include accurately keying in text at approximately 15 words per minute (wpm).
- 2 Documents must be 100% accurate and consistent with the prescribed text. Learners must be given the opportunity to proofread their work prior to submission.
- 3 Symbols or special characters refer to only those indicated on keys accessible on the keyboard.
- 4 All activities associated with this unit standard must comply with health and safety guidelines and recommendations in relation to the working environment and work practices. Reference for this unit standard includes *ACC5637 Guidelines for Using Computers - Preventing and managing discomfort, pain and injury*. Accident Compensation Corporation - Department of Labour, Te Tari Mahi 2010; available from WorkSafe New Zealand, at <https://worksafe.govt.nz/topic-and-industry/work-related-health/ergonomics/safely-using-computers-at-work/>.
- 5 Legislation relevant to this unit standard includes but is not limited to the:
  - Copyright Act 1994
  - Health and Safety at Work Act 2015
  - and any subsequent amendments.
  - Current legislation can be accessed at <http://legislation.govt.nz/>.

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### Outcomes and performance criteria

#### Outcome 1

Enter prescribed text accurately using basic keyboarding skills and layout principles.

**Performance criteria**

- 1.1 Keyboarding skills are used to key in sentences and paragraphs containing alphanumeric text entries, symbols, and special characters, of a minimum of 1500 keystrokes, in accordance with information provided and output required.
- 1.2 Layout principles are used to produce consistent sentences, paragraphs, and page layouts as prescribed.
- Range page margins, line spacing, alignment, indents, text enhancements.

**Outcome 2**

Identify ergonomic principles for the safe operation of computers according to current approved guidelines.

**Performance criteria**

- 2.1 Ergonomic principles are identified in terms of user physical well-being.
- Range includes two principles from each of – furniture and equipment; digital device hardware; postures and physical practices.
- 2.2 Ergonomic requirements are identified in terms of environment.
- Range two of – space, housekeeping, atmospheric conditions, noise, lighting, décor, printer location.

<b>Replacement information</b>	This unit standard and unit standard 32001 replaced unit standard 101, unit standard 102, and unit standard 12883.
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<b>Planned review date</b>	31 December 2024
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	27 February 2020	N/A

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

**Comments on this unit standard**

Please contact NZQA National Qualifications Services [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.