



**Australian Government**

# **Assessment Requirements for BSBITU112 Develop keyboard skills**

**Release: 1**

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## Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 3.0.

## Performance Evidence

Evidence of the ability to:

- follow ergonomic and organisational and work health and safety (WHS) requirements
- use keyboard functions to enter alpha and numeric data on both physical and digital keyboards
- use touch-typing techniques to develop speed and accuracy
- proofread and edit documents.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

## Knowledge Evidence

The candidate must be able to demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit, and to manage tasks and reasonably foreseeable contingencies in the context of the work role.

- Key aspects of organisational policies relating to work health and safety
- Organisational benchmarks for keyboarding.

## Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the information and communications technology – IT use field of work and include access to:

- relevant organisational policies and procedures
- relevant workplace documentation and resources
- suitable workplace including a personal digital device.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>