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.

Application

This unit describes the skills and knowledge required to develop basic keyboard skills (across multiple devices/keyboard types) using touch typing techniques in a broad range of settings.

It applies to individuals who perform a range of mainly routine tasks and generally work under direct supervision using limited practical skills and fundamental knowledge.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Information and Communications Technology – IT Use

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Use safe work practices	1.1 Adjust workspace, furniture and equipment to suit user ergonomic requirements 1.2 Ensure workspace meets organisational and work health and safety (WHS) requirements for device operation, taking into account type of device/keyboard to be used
2. Identify and develop keyboard skills	2.1 Identify and apply keyboard functions for both alpha and numeric keyboard functions on both physical and digital keyboards 2.2 Apply touch typing technique to complete a task 2.3 Develop speed and accuracy in accordance with workplace requirements for level of responsibility
3. Check accuracy	3.1 Proofread document carefully to identify errors

ELEMENT	PERFORMANCE CRITERIA
	3.2 Amend document, correct errors and complete a final accuracy check

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Comprehends textual information in workplace documents to confirm work requirements • Checks own work to identify errors
Writing	• Enters and edits numerical and textual information according to a defined format
Navigate the world of work	• Complies with organisational requirements and meets expectations associated with own role
Get the work done	• Understands the specific functions and features of digital tools and uses these to perform work tasks

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Speed and accuracy must be:	• consistent with degree of experience of operator • relevant to level of responsibility.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBITU112	BSBITU102 Develop	Updates to elements,	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
Develop keyboard skills	keyboard skills	performance criteria and assessment requirements	

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10