



Australian Government

Assessment Requirements for BSBITU307 Develop keyboarding speed and accuracy

Release: 2

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Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to remove reference to retired standard.
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- develop keyboard speed and accuracy in accordance with workplace, ergonomic, and work health and safety requirements
- complete a minimum of two 5-minute keyboarding speed and accuracy timings with at least 98% accuracy
- accurately proofread and amend documents.

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

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline key provisions of work health and safety (WHS) legislation that impact developing keyboard skills
- outline ergonomic requirements applicable to developing keyboard skills.

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 workplace documentation, including organisational policies and procedures

- relevant legislation
- workplace resources, including industry software packages.

Assessment materials used for 5-minute keyboarding speed and accuracy timings must adhere to the following guidelines.

Subject

The subject of the test copy may be of a business or social nature.

Style

The test material must consist of continuous text without headings, enumerations or formatting features.

Syllabic intensity

The average syllabic intensity of the test material must range between 1.4 and 1.6 syllables per dictionary word.

Technical words, infrequently used words, commonly used words

The test material must not contain an unusually high proportion of highly technical, infrequently used words or commonly used words.

Numbers and signs

The test material may include numbers, signs and uppercase words, provided that they do not constitute more than one per cent of the total number of words.

Title

If the passage has a title, it does not form part of the test.

Length

The test material must be long enough to enable the individual to continue keying in previously unseen material for the duration of the test.

Warm up exercise

Individuals must have the opportunity to use a warm-up exercise.

Corrections

The automatic correction function may be used when completing a timing using a software package. Spell check cannot be used to correct errors at the completion of a timing.

On successful completion of this unit of competency, individuals may be issued with a speed and accuracy statement by a qualified workplace assessor or trainer.

Assessors of this unit must satisfy the requirements for assessors 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>