



Australian Government

TLIK2003 Apply keyboard skills

Release: 2

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Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Performance Evidence
- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to enter data into an infotechnology device using a keyboard. Work involves applying routine procedures when using computers for information management within the transport and logistics industry.

It includes applying work health and safety (WHS)/occupational health and safety (OHS) principles to keyboard operations and accurately entering data.

Work is performed under some supervision, generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

K – Technology

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1 Apply WHS/OHS principles**
 - 1.1** Information on WHS/OHS requirements when using keyboard/keypad devices is accessed and interpreted
 - 1.2** Posture and ergonomic settings of chair and workstation are adjusted following WHS/OHS guidelines
 - 1.3** WHS/OHS guidelines on rest periods and exercise are followed when using computer keyboards, calculators or other data entry devices
- 2 Enter data**
 - 2.1** Text and numeric data are entered into a computer, calculator or other data entry device using a keyboard or keypad as part of workplace tasks
 - 2.2** Entered information is checked and corrected using a keyboard or keypad

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIK2003A Apply keyboard skills.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>