



Australian Government

BSBITU102 Develop keyboard skills

Release: 1

BSBITU102 Develop keyboard skills

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to develop basic keyboard skills 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
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Use safe work practices	1.1 Adjust workspace, furniture and equipment to suit user ergonomic requirements 1.2 Ensure work meets organisational and work health and safety (WHS) requirements for computer operation
2. Identify and develop keyboard skills	2.1 Identify and apply keyboard functions for both alpha and numeric keyboard functions 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 3.2 Amend document, correct errors and complete a final accuracy

ELEMENT	PERFORMANCE CRITERIA
	check

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	2.3, 3.1, 3.2	- Comprehends textual information in workplace documents to confirm work requirements - Checks own work to identify errors
Writing	2.2, 2.3, 3.2	Enters and edits numerical and textual information according to a defined format
Navigate the world of work	1.1, 1.2, 2.3	Complies with organisational and legislative requirements and meets expectations associated with own role
Get the work done	2.1-2.3, 3.1, 3.2	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.
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
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Code and title current version	Code and title previous version	Comments	Equivalence status
BSBITU102 Develop keyboard skills	BSBITU102A Develop keyboard skills	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for BSBITU102 Develop keyboard skills

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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
- develop touch-typing techniques and 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

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

- identify key provisions of relevant legislation from all forms of government that may affect aspects of business operations, such as WHS
- identify 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:

- industry software packages
- organisational policies and procedures
- relevant legislation
- relevant workplace documentation and resources.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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