



Australian Government

BSBITU307 Develop keyboarding speed and accuracy

Release: 2

BSBITU307 Develop keyboarding speed and accuracy

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.

Application

This unit describes the skills and knowledge required to develop keyboard skills with speed and accuracy using touch-typing techniques.

It applies to individuals operating in a range of environments who are required to enter text and data with speed and accuracy. Individuals may provide administrative support within an organisation, or may be technical/knowledge experts responsible for production of their own word processed documents.

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 ergonomic requirements 1.2 Ensure work meets organisational and work health and safety (WHS) requirements for computer operation
2. Identify and develop	2.1 Identify and apply keyboard functions for both alpha and

ELEMENT	PERFORMANCE CRITERIA
keyboard skills	numeric strokes 2.2 Apply touch-typing technique to complete tasks 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 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	Reviews information to be typed and recognises variations and inconsistencies with spelling and format
Writing	2.2, 2.3, 3.2	Types numerical and textual information following a simple and defined format
Navigate the world of work	1.1, 1.2, 2.3	Recognises and adheres to legislative and organisational requirements and meets expectations associated with own role
Get the work done	2.1-2.3, 3.1, 3.2	Utilises a broad range of features and functions within digital applications in performing routine and complex tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBITU307 Develop keyboarding speed and accuracy Release 2	BSBITU307 Develop keyboarding speed and accuracy	Updated to remove reference to retired standard	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
	Release 1		

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 BSBITU307 Develop keyboarding speed and accuracy

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>