



Australian Government

TLIK2003 Apply keyboard skills

Release: 2

TLIK2003 Apply keyboard skills

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>

Assessment Requirements for TLIK2003 Apply keyboard skills

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required actions to minimise, control or eliminate hazards that exist when using keyboards to enter data
- applying relevant workplace procedures
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in keyboards, software and computer equipment in accordance with operating procedures
- operating electronic infotechnology and computer equipment to required protocol
- reading and interpreting instructions, procedures, information and manuals relevant to using keyboards to enter data
- working systematically with required attention to detail without injury to self.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- procedures for the use of keyboards and computer equipment in the workplace
- relevant work health and safety (WHS)/occupational health and safety (OHS) procedures and guidelines concerning the use of computer equipment in the workplace, including recommended posture, ergonomic settings of chair and workstation, and the use of rest periods and exercise
- typical problems that can occur when using keyboards to enter data and related appropriate action that can be taken to prevent or solve these problems
- WHS/OHS hazards and risks when using computer equipment for work tasks, and ways of controlling the risks involved.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

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