



Australian Government

Department of Education, Employment and Workplace Relations

TLIK307C Apply keyboard skills

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to enter data into an infotechnology device using a keyboard including the application of OH&S principles to keyboard operations and the accurate entry of the data.

Application of the Unit

Work must be carried out in accordance with the relevant OH&S regulations and workplace procedures concerning the use of computer equipment in the workplace.

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

Work involves the application of the routine procedures for the use of computers for information management in the transport and distribution industry.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Apply occupational health and safety principles	1.1 Information on OH&S requirements when using keyboard/keypad devices is accessed and interpreted 1.2 Posture and ergonomic settings of chair and workstation are adjusted following OH&S guidelines 1.3 OH&S guidelines on the use of periods of rest and exercise are followed when using computer keyboards, calculators or other data entry devices using keyboards or keypads
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

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

Relevant OH&S procedures and guidelines concerning the use of computer equipment in the workplace, including recommended posture, ergonomic settings of chair and work station, and the use of periods of rest and exercise

OH&S risks and hazards when using computer equipment for work tasks, and ways of controlling the risks/hazards

Procedures for the use of keyboards and computer equipment in the workplace

Typical problems that can occur when using keyboards to enter data and related appropriate action that can be taken to prevent or solve them

Housekeeping standards and procedures required in the workplace

Site layout

Required skills:

Read and interpret instructions, procedures, information and manuals relevant to the use of keyboards to enter data

Interpret and follow operational instructions and prioritise work

Operate electronic infotechnology and computer equipment to required protocol

Work collaboratively with others when using keyboards to enter data

Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

Promptly report and/or rectify any identified problems, faults or malfunctions that may occur when using keyboards to enter data in accordance with workplace procedures

Apply precautions and required action to minimise, control or eliminate hazards that exist when using keyboards to enter data

Work systematically with required attention to detail without injury to self

Apply fatigue management knowledge and techniques

Monitor work activities in terms of planned schedule

Modify activities depending on differing operational contingencies, risk situations and environments

Operate and adapt to differences in keyboards, software and computer equipment in accordance with standard operating procedures

Maintain eye-hand coordination

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:

the underpinning knowledge and skills

relevant legislation and workplace procedures

other relevant aspects of the range statement

Context of and specific resources for assessment

Performance is demonstrated consistently over a period of time and in a suitable range of contexts

Resources for assessment include:

a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or

access to an appropriate range of relevant operational situations in the workplace

In both real and simulated environments, access is required to:

relevant and appropriate materials and/or equipment, and/or

applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

Assessment of this unit must be undertaken by a registered training organisation

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests

Practical assessment must occur:

through appropriately simulated activities at

the registered training organisation, and/or
in an appropriate range of situations in the
workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

The operations may be conducted:	in a range of work environments by day or night in a range of typical weather conditions
Customers may be:	internal or external
Workplaces may comprise:	large, medium or small worksites
Keyboards/keypads may be used in a range of work contexts, including	in the workplace, warehouse or depot in the business office in a vehicle on the road at a client's workplace
Keyboards/keypads may be used on a range of infotechnology equipment, including:	computers cash registers calculators electronic typewriters various forms of data entry devices
Keyboard skills may be required to enter data via a range of work-based computer applications including:	word processors inventory control and stock management systems electronic data interchange (EDI) systems information databases and storage systems invoicing and payment systems manifests control systems work organisation systems internet browsers computerised presentation software
Personnel in the work area may include:	workplace personnel site visitors contractors

Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:

official representatives
company procedures
enterprise procedures
organisational procedures
established procedures

Information/documents may include:

goods identification numbers and codes
manifests, bar codes, goods and container identification/serial number
manufacturers instructions concerning the use of keyboards/keypads
workplace procedures and policies for the use of computer equipment
supplier and/or client instructions
material safety data sheets
relevant codes of practice
relevant legislation, regulations and related documentation
award, enterprise bargaining agreement, other industrial arrangements
standards and certification requirements
quality assurance procedures

Applicable regulations and legislation may include:

relevant state/territory OH&S legislation
workplace relations regulations
workers compensation regulations

Unit Sector(s)

Not applicable.

Competency Field

K - Computers and Technology