Australian Government

BSBITU307 Develop keyboarding speed and accuracy

Release: 1

INDUSTRY
SKILLS
COUNCILS
Creating Australia's Future

BSBITU307 Develop keyboarding speed and accuracy

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 keyboard skills with speed and accuracy using touch-typing techniques.

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

On successful completion of this unit, individuals must be assessed in accordance with the current version of AS 2708: 2001 and issued with a speed statement.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
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 keyboard skills	2.1 Identify and apply keyboard functions for both alpha and 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 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	BSBITU307A Develop keyboarding speed and accuracy	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion volumes available from the IBSA website:
http://www.ibsa.org.au/companion_volumes - http://www.ibsa.org.au/companion_volumes

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