

# Learning Assessment Guide

## Unit Standard 101 – Version 5

### Develop and use keyboarding skills to enter text

### Level 1 – 3 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

## Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

This assessment guide is made up of:

- Tasks for you to complete.
- Assessment results that your assessor will use to assess your competence.

The tasks in this assessment are designed to show your assessor that you can:

1. Develop keyboarding techniques to key-in alpha and numeric text, symbols and special characters, using a standard alphanumeric keyboard.
2. Identify and apply keyboarding techniques and ergonomic practices to avoid overuse injuries.

## Assessment Task One – Element 2

This task involves:

- explaining ergonomic practices in accordance with occupational health and safety guidelines for keyboarding operators
- identifying good workstation care and maintenance practices.

### Task Instructions

Answer the following. The questions can be answered in writing or orally with your assessor. If done orally your assessor will record your responses on the following pages.

#### Question One

Select five factors from the following list. Explain how they apply to keyboarding in terms of complying with occupational health and safety guidelines. An example has been provided for you.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• humidity</li> <li>• ventilation</li> <li>• work station location and design</li> <li>• chair design and height</li> <li>• acoustics and noise level</li> <li>• lighting</li> <li>• positioning of power cable</li> </ul> | <ul style="list-style-type: none"> <li>• positioning of keyboard and screen</li> <li>• screen background colour</li> <li>• screen brightness control</li> <li>• reduction of screen glare and radiation</li> <li>• screen tilt</li> <li>• copyholder type and position</li> <li>• use of foot rests.</li> </ul> |
|---|---|

<b>Ergonomic Factor</b>	<b>Complying with OSH Guidelines</b>
Example:  <i>Room temperature</i>	<i>The room temperature should be maintained within an acceptable range of normal working temperatures (approx 20°C) and should neither be over heated nor over cold.</i>
1	
2	

<b>Ergonomic Factor</b>	<b>Complying with OHS Guidelines</b>
3	
4	
5	
<p><b>Question Two</b></p> <p>Identify two care and maintenance procedures that you undertake on a regular basis. This may include – cleaning, storing, notifying equipment faults, replacing consumables.</p> <p>For each, describe what you do and when you do it.</p>	
<p><b>Procedure One:</b></p>	
<p><b>Procedure Two:</b></p>	

## Assessment Task Two – Element 1

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In this task you are asked to key in text applying keyboarding techniques and ergonomic practices to avoid overuse injuries

### ***Task Instructions***

- Your assessor (or agreed observer) will provide you with a piece of text that you must key in.
- The piece will be about 1000 keystrokes long. There is no speed requirement, other than it must be keyed in at a speed that is acceptable in the workplace, and the level of accuracy must be acceptable in your workplace.
- Touch typing skills are not required. However, you should demonstrate safe, ergonomic use of the keyboard, including locating guide keys and using fingering pathways (hunt and peck typing does not meet the requirements of this unit standard).
- The observation sheet that the assessor or observer will use is attached. You should read this carefully to see what it is that your observer will be looking for. Your assessor may question you on some of these points.

## Observation Sheet

*Unit 101 v5 – Develop and use keyboarding skills to enter text*

Name of Learner: \_\_\_\_\_

If the assessor is not the observer please complete the following

Relationship with learner (ie supervisor): \_\_\_\_\_

How long have you supervised the learner? \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Provide the learner with the Instruction sheet for Task Two that is contained in the Assessor Guide. The learner will type this passage while you observe them.

Complete the following – it is important that you complete the ‘comments’ column as this provides the actual evidence of what you saw. If you need to, please ask the learner any questions that will help you gather this evidence. Write their responses here as well.

Observation	Comments (please write here what you actually observed)	Completed as required ✓ or x
Does the posture of the learner show that they are practicing the prevention of overuse syndrome techniques in accordance with OSH guidelines?		
Does the keyboarding technique of the learner show that they are practicing the prevention of overuse syndrome techniques in accordance with OSH guidelines?		
Taking into account the size, slope and type of keyboard being used, does the		

Observation	Comments (please write here what you actually observed)	Completed as required ✓ or x
positioning of <ul style="list-style-type: none"> <li>• fingers</li> <li>• wrists</li> <li>• forearms and</li> <li>• back</li> </ul> conform with OSH guidelines?		
Was the material typed in at a speed that is acceptable in this workplace?		
Was the material typed in to a level of accuracy that is acceptable in this workplace?		

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Please attach the print out of the text that the learner typed to this observation sheet.

## Assessment Results

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These are the judgements that your assessor will use to assess you:

Has the learner established text entry settings for line spacing, font size, and page margins in accordance with the information provided and output required?	<b>Yes</b>	<b>No</b>
Did the learner use keyboarding techniques to correctly key in sentences and paragraphs containing alpha and numeric entries, symbols and special characters, of a minimum of 1000 keystrokes?	<b>Yes</b>	<b>No</b>
Was the positioning of the learner's fingers, wrists, forearms and back in relationship to the keyboard and workstation correct in accordance with OSH guidelines?	<b>Yes</b>	<b>No</b>
Did the learner demonstrate OOS prevention techniques in accordance with OSH guidelines?	<b>Yes</b>	<b>No</b>
Has the learner explained five ergonomic factors in relation to keyboard operators?	<b>Yes</b>	<b>No</b>
Has the learner described two factors of workstation care and maintenance?	<b>Yes</b>	<b>No</b>