

# Learning Assessment Guide

## Unit Standard 103 – Version 5

### Use data entry skills to input computer data

### Level 2 – 3 Credits

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

## 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:

- Written task sheets for you to complete.
- Checklists for observers to use.
- Assessment results that the assessor will use to assess your competence.

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

- 1 Prepare data for computer data entry.
- 2 Enter data using a computer software programme.
- 3 Develop data entry speed and accuracy.

Special notes relating to this unit standard:

1. All activities associated with this unit standard must comply with occupational health and safety guidelines and recommendations in relation to working environment and work practices, available from the Department of Labour at (<http://www.osh.dol.govt.nz/order/catalogue/index.shtml>) and the requirements of the Health and Safety in Employment Act 1992 and its subsequent amendments.
2. Accuracy calculation – five keystrokes represents an average word. Keystrokes include punctuation and spacing. One error only is counted in each word. A 98% accuracy level allows two errors per 100 words.

## Task One – Element 1

### Introduction

This task assesses your ability to identify data types and structured codes.

### Instructions

Answer the questions below either on the question sheet or orally. Your assessor may ask you further questions if clarification is required.

#### Question One

You are setting up a new database for entering customer details. You are to choose an item to use as a structured code for identifying the customer. On the example below, circle the data that could be used for a structured code. At least two are required.

|                         |                          |                      |                     |
|-------------------------|--------------------------|----------------------|---------------------|
| <i>Account No.</i>      | 102B1                    |                      |                     |
| <i>Name</i>             | James Felton             |                      |                     |
| <i>Address</i>          | 121 Ringway Rd Eckleston |                      |                     |
| <i>Date of Birth</i>    | 30-5-78                  | <i>Phone</i>         | 467 5694            |
| <i>Drivers Licence:</i> | CA586934                 | <i>Credit Card #</i> | 51-6863-68610 08/07 |

#### Question Two

Identify the following data types. In the box next to the data place:

a = alphabetic

n = numeric

an = alphanumeric

|           |  |           |  |
|-----------|--|-----------|--|
| 154564    |  | 0174HG454 |  |
| JNR F JGW |  | 54800     |  |
| CER697    |  | PERTH H   |  |

#### The completed assessment for task one will include:

- Completed Task One Questions.
- Assessor's notes if required.

## Task Two – Element 1

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### Introduction

This assessment task is designed to assess your ability to prepare data for computer data entry.

### Instructions

You need to demonstrate the following:

1. Your use of data preparation procedures.

Examples of data preparation procedures that you can use include but are not limited to:

- batching
- checking methods of data entry
- validating data types for entry.

You need to use two data preparation methods.

2. Your use of data verification methods.

Examples of data verification methods you can use include but are not limited to:

- re-entry of data
- database structure
- data entry form design
- output analysis.

You need to use **two** data verification methods.

A Verification Form is provided that must be completed by your manager/team leader or your assessor. They may ask you further questions to clarify any issues.

### The completed assessment for task two will include:

- Completed Verification Form.
- Assessor's notes if required.

### Task Two Verification Form

To be completed by Manager/Team Leader

|                         |  |              |  |
|-------------------------|--|--------------|--|
| <b>Name of Learner:</b> |  |              |  |
| <b>Name of Verifier</b> |  |              |  |
| <b>Position</b>         |  | <b>Phone</b> |  |

\_\_\_\_\_ is currently being assessed toward Unit Standard 103  
'Use data entry skills to input computer data'.

**Part One**

Learner must use different methods for data preparation and verification. Please list below at least **two** methods per question that the Learner can use or recognise.

**Data preparation methods.**

|    |    |
|----|----|
| 1. | 2. |
|----|----|

**Data verification methods.**

|    |    |
|----|----|
| 1. | 2. |
|----|----|

**Part Two**

Please give at least two examples that you have observed

**Example One:** \_\_\_\_\_

Date: \_\_\_\_\_

Data preparation method used: \_\_\_\_\_

Data verification method used: \_\_\_\_\_

Comments:

**Example Two:** \_\_\_\_\_

Date: \_\_\_\_\_

Data preparation method used: \_\_\_\_\_

\_\_\_\_\_

Data verification method used: \_\_\_\_\_

\_\_\_\_\_

Comments

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

Date: \_\_\_\_\_

Thank you for your assistance.

## Task Three – Element 2

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### Introduction

This assessment task is designed to assess your ability to enter data using a computer software programme.

### Instructions

1. You need to key in 300 keystrokes using alpha, numeric and special character key combinations in accordance with information provided and output required. The time taken must be appropriate to the workplace.
2. You can use the data that you enter in your normal day-to-day work. However if this is not suitable, your assessor will provide you with the information to enter.
3. If you are using data provided with the assessment you will need to set up or ask someone to set up the following in either:
  - a database programme
  - a spreadsheet programme or
  - a table in a word processing programme.

If you are using a table or spreadsheet, copy it three times, this is so you can use the tab key to move between fields.

|             |  |            |  |
|-------------|--|------------|--|
| Account No. |  |            |  |
| First Name: |  | Last Name: |  |
| DOB         |  | Phone:     |  |
| Address     |  |            |  |
| Suburb      |  | Town       |  |

4. Your assessor will be observing you whilst you enter the data. They will be looking for your use of the correct keyboarding techniques whilst you complete the task.

### The completed assessment for task three will include:

- Completed Observation Checklist.
- Hard copy of data entry.

## Task Four – Element 2

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### Instructions

This task will assess your ability to use the numeric keypad to enter data.

1. A list of numeric keypad combinations will be provided. These can be entered into any computer software program that you have available, such as a spreadsheet or word processing document. The time taken must be appropriate to the workplace.
2. You may only use the numeric keypad.
3. Your assessor will be observing your use of keyboarding techniques to enter the data. Refer the checklist at the end of task five for details.
4. When you have completed the task, print a hard copy and hand it to your assessor.

### The completed assessment for task four will include:

- Completed Observation Checklist.
- Hard copy of data entry.

## Task Five – Element 3

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### Introduction

This task is to assess your speed and accuracy when entering data containing alphabetic, numeric, and special characters.

### Instructions

1. If the data that you enter as part of your employment meets the above criteria, your assessor will observe you enter it. You must enter a minimum of 2000 keystrokes within 20 minutes with at least 98% accuracy.
2. If the data is not suitable, set up or ask someone to set up the following in either a word processing program using tabs, a spreadsheet program or database:

| First Name | Last Name | Department | Ext | User Name | Password |
|------------|-----------|------------|-----|-----------|----------|
|------------|-----------|------------|-----|-----------|----------|

3. Your assessor will provide you with the data to enter.
4. Your accuracy will be calculated as follows:
  - Five keystrokes including punctuation and spacing = one word.
  - Only one error will be counted per word.
  - A 98% accuracy level allows two errors per 100 words.
5. When you have completed the task, print a hard copy and hand it to your assessor.

### The completed assessment for task five will include:

- Completed Observation Checklist.
- Hard copy of data entry.

## Observation Checklist

(For use by assessor or approved observer)

|  |  |
|--|--|
| <b>Name of Learner:</b>                      |  |
| <b>Name of observer assessor:</b>            |  |
| <b>Date and Time observation took place.</b> |  |

The Learner must complete three data entry exercises using correct keyboarding techniques. Use the following checklist to confirm that the Learner has completed the exercises and meets the criteria required.

### Task Three

|   |        |
|---|--------|
| Keyboarding techniques used in accordance with OSH guidelines for keyboard operators. | Yes/No |
|---|--------|

|  |        |
|--|--------|
| Text of 300 keystrokes containing alpha, numeric and special character keys entered in accordance with information provided and output required. | Yes/No |
|--|--------|

### Task Four

|   |        |
|---|--------|
| Keyboarding techniques used in accordance with OSH guidelines for keyboard operators. | Yes/No |
|---|--------|

|   |        |
|---|--------|
| Text of 300 keystrokes numeric keypad combinations entered in accordance with information provided and output required. | Yes/No |
|---|--------|

### Task Five

|   |        |
|---|--------|
| Keyboarding techniques used in accordance with OSH guidelines for keyboard operators. | Yes/No |
|---|--------|

|  |        |
|--|--------|
| Data containing alpha, numeric and special character keys entered within 20 minutes. At least 2000 keystrokes must be entered with at least 98% accuracy, in accordance with the information provided and output required. | Yes/No |
|--|--------|

*Comments*

**Assessor / Observer:**

**Signature:**

**Date of observation:**

## Assessment Guide

These are the evidence and judgements that your assessor will use to assess your competence in unit standard 103.

| Task / Element  | Evidence Required  | Judgement   |
|---|--|---|
| <p>Task 1 / Element 1</p> <p>Learner must identify structured codes and data types.</p>   | <p>Answers to questions.</p>   | <p>The following data types are correctly identified:</p> <ul style="list-style-type: none"> <li>• alphabetic</li> <li>• numeric</li> <li>• alphanumeric</li> </ul> <p>Two structured codes are identified.</p>   |
| <p>Task 2 / Element 1</p> <p>Learner must use two different data preparation methods and two different data verification methods.</p> | <p>Completed Verification Form.</p>                                  | <p>Methods used are consistent with the entry system used and output required.</p> <p>Learner is observed using two data preparation methods which may include:</p> <ul style="list-style-type: none"> <li>• batching</li> <li>• checking methods of data entry</li> <li>• validating data types for entry.</li> </ul> <p>Learner is observed using two data verification methods which may include:</p> <ul style="list-style-type: none"> <li>• re-entry of data</li> <li>• database structure</li> <li>• data entry form design</li> <li>• output analysis.</li> </ul> |
| <p>Task 3 / Element 2</p> <p>Learner must enter data to the specified requirements.</p>   | <p>Hard copy of data entered.</p> <p>Completed Observation Form.</p> | <p>Keyboarding techniques are in line with OSH requirements at all times.</p> <p>Text of 300 keystrokes containing alpha, numeric and special character key combinations are entered in accordance with the information provided and output required.</p>   |

| Task / Element   | Evidence Required   | Judgement   |
|--|---|---|
| Task 4 / Element 2<br><br>Learner must enter data to the specified requirements. | Hard copy of data entered.<br><br>Completed Observation Form. | Keyboarding techniques are in line with OSH requirements at all times.<br><br>Text of 300 keystrokes using numeric keypad combinations are entered in accordance with the information provided and output required.   |
| Task 5 / Element 3<br><br>Learner must enter data to the specified requirements. | Hard copy of data entered.<br><br>Completed Observation Form. | Keyboarding techniques are in line with OSH requirements at all times.<br><br>Data containing alphabetic, numeric and special characters is entered within 20 minutes. A minimum of 2000 keystrokes must be entered.<br><br>There must be 8 errors or less. |