

Learning Assessment Guide

Unit Standard 6743 – Version 5

Demonstrate an understanding of ergonomic principles for computer workstations.

Level 2 – 2 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.

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

- Describe ergonomic principles for computer workstations.
- Operate a computer workstation according to ergonomic principles.

This Learning Assessment Guide is made up of:

- Tasks for you to complete.
- Observation checklist that the approved observer or assessor will use to record your performance.
- Assessment Guide that the assessor will use to assess your competence.

Special notes relating to this unit standard:

1. Code of Practice refers to the following publication: Approved Code of Practice for the Use of Visual Display Units in the Workplace, Department of Labour, Occupational Safety and Health Service (1996).

Assessment Task One – Element 1

Introduction

This assessment activity is designed to assess your ability to describe ergonomic principles for computer workstations.

Instructions

- Complete the Task One Questions on the following page. You may complete it in writing or give your answers orally to your assessor. If you choose to answer orally, your assessor will make a note of your answers. You may also wish to demonstrate some of your answers.
- Your descriptions must be consistent with the OSH Approved Code of Practice for the Use of Visual Display Units in the Workplace, 1996. This is available from www.osh.govt.nz
- Your assessor may wish to discuss your answers with you to gain clarification of a point or gain further evidence.

The completed assessment for task one will include:

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

Task One Questions

(For use by the learner)

Name of learner:	
Task Date and Time	

Your answers to the following must conform to accepted codes of practice. You may want to research these first.

Question One

What is the purpose of ergonomic principles with regards to using a workstation? Why should we follow them?

Question Two

What symptoms of health problems can arise from poor ergonomic arrangements?

Assessment Task Two – Elements 2 and 3

Introduction

Assessment task two is designed to assess your ability to operate a computer workstation according to ergonomic principles.

Instructions

- Demonstrate to your assessor or approved observer that you are able to arrange and operate a computer workstation according to ergonomic principles.
- Your demonstration should be in compliance with OSH guidelines, and should include:
 - A workstation arrangement that allows the computer to be used for a typical workstation purpose.
 - Position of the operator.
 - Operation of the keyboard and mouse.

The completed assessment for task two will include:

- Completed Observation Checklist.
- Assessor's notes where relevant.

Observation Checklist
(For use by assessor or approved observer)

Name of learner:	
Name of observer/assessor:	
Date and Time observation took place.	

Please indicate if the learner has met the criteria. Use the space to add comment for feedback to the learner and for moderation purposes. All activities must be within approved code of practice.

Activity	Comments	Yes/No
Learner is able to sit comfortably at the desk, with sufficient space to move between a variety of healthy positions		
Chair is comfortable, supporting back – particularly lower back – and allows for sufficient adjustment for feet to be placed firmly on the floor or onto a footrest. Any armrests do not restrict elbow movement or prevent the chair from being drawn close to the desk		
VDU screen is positioned at a height, distance from the operator and tilt that makes for comfortable viewing, without the head being tilted forward or backward.		
If a copyholder is used, it is positioned to make for easy viewing without excessive neck bending		
VDU screen is free from reflections and glare from light or sunlight.		
The keyboard is positioned so as to allow for a wrist rest or a space on which to rest wrists during pauses.		

Activity	Comments	Yes/No
The mouse is positioned on a flat surface at the same level as the keyboard, so as not to require unnecessary up and down movement between two levels.		
Arrangement of the workstation allows for easy movement in and out of the workstation without risk of injury or damage to clothing.		

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 6743.

Task / Element	Evidence required	Judgement
<i>Task 1 / Element 1</i>	Written or oral answers. Assessor's notes where required.	<p>Answer must outline the purpose of ergonomic principles and be consistent with the code of practice. Examples include: safe use of equipment, increase inefficiency, job satisfaction and attendance.</p> <p>Refer 1.3 and 2.1 of the Code of Practice.</p> <p>Health issues include</p> <ul style="list-style-type: none"> • OOS • Sore or reddened eyes • Watering or dry eyes • Muscle discomfort • Fatigue • Burning sensation • Stiffness • Soreness • Weakness • Numbness • Tingling <p>See part 3 of the Code of Practice.</p>
<i>Task 2 / Elements 2 & 3</i>	Observation Checklist. Assessor's notes where required.	<p>The learner's positioning, arrangement and use of the workstation must conform to the current code of practice. Examples include:</p> <ul style="list-style-type: none"> • Equal distance between monitor and copy • Commonly used items at easy reach • Limbs and joints at right angles. • Wrists correct position – not leaning on the desk.