**BSBITU307 Develop keyboarding speed and accuracy**

# ASSESSMENT MAPPING MATRIX

# Version 1.0

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| **Competency Standards** | | | **Evidence Requirements** | | |
| **Element 1**  **Use safe work practices** | | | **Written Questionnaire** | **Practical Activity** |  |
| 1.1 Adjust workspace, furniture and equipment to suit ergonomic requirements | | |  | Observation Checklist |  |
| 1.2 Ensure work meets organisational and work health and safety (WHS) requirements for computer operation | | | Q1, Q2 |  |  |
| **Element 2**  **Identify and develop keyboard skills** | | | **Written Questionnaire** | **Practical Activity** |  |
| 2.1 Identify and apply keyboard functions for both alpha and numeric strokes | | |  | Observation Checklist |  |
| 2.2 Apply touch-typing technique to complete tasks | | |  | Observation Checklist |  |
| 2.3 Develop speed and accuracy in accordance with workplace requirements for level of responsibility | | |  | Evidence of typing test outcome |  |
| **Element 3**  **Check accuracy** | | | **Written Questionnaire** | **Practical Activity** |  |
| 3.1 Proofread document carefully to identify errors | | |  | Observation Checklist |  |
| 3.2 Amend document, correct errors and complete a final accuracy check | | |  | Observation Checklist |  |
| **Performance Evidence/Required Skills** | | | **Written Questionnaire** | **Practical Activity** |  |
| Develop keyboard speed and accuracy in accordance with workplace, ergonomic, and work health and safety requirements | | |  | Observation Checklist |  |
| Complete a minimum of two 5-minute keyboarding speed and accuracy timings with at least 98% accuracy | | |  | Evidence of typing test outcome |  |
| Accurately proofread and amend documents. | | |  | Observation Checklist |  |
| **Knowledge Evidence/Required Knowledge** | | | **Written Questionnaire** | **Practical Activity** |  |
| Outline key provisions of work health and safety (WHS) legislation that impact developing keyboard skills | | | Q1 |  |  |
| Outline ergonomic requirements applicable to developing keyboard skills. | | | Q2 |  |  |
| **Foundation Skills** | **Performance Criteria** | **Description** | **Written Questionnaire** | **Practical Activity** |  |
| Reading | 2.3, 3.1, 3.2 | * Reviews information to be typed and recognises variations and inconsistencies with spelling and format |  | Evidence of typing test outcome |  |
| Writing | 2.2, 2.3, 3.2 | * Types numerical and textual information following a simple and defined format |  | Evidence of typing test outcome |  |
| 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 |  | Evidence of typing test outcome |  |
| Get the work done | 2.1-2.3, 3.1, 3.2 | * Utilises a broad range of features and functions within digital applications in performing routine and complex tasks |  | Evidence of typing test outcome |  |
| **Assessment Conditions** | | | **Explanation** | | |
| Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the information and communications technology – IT use field of work and include access to:   * relevant workplace documentation, including organisational policies and procedures * relevant legislation * workplace resources, including industry software packages. | | | Assessment is conducted in accordance with organisational policies, relevant legislation, and use of typing software programs. | | |
| Assessment materials used for 5-minute keyboarding speed and accuracy timings must adhere to the following guidelines.  **Subject**  The subject of the test copy may be of a business or social nature.  **Style**  The test material must consist of continuous text without headings, enumerations or formatting features.  **Syllabic intensity**  The average syllabic intensity of the test material must range between 1.4 and 1.6 syllables per dictionary word.  **Technical words, infrequently used words, commonly used words**  The test material must not contain an unusually high proportion of highly technical, infrequently used words or commonly used words.  **Numbers and signs**  The test material may include numbers, signs and uppercase words, provided that they do not constitute more than one per cent of the total number of words.  **Title**  If the passage has a title, it does not form part of the test.  **Length**  The test material must be long enough to enable the individual to continue keying in previously unseen material for the duration of the test.  **Warm up exercise**  Individuals must have the opportunity to use a warm-up exercise.  **Corrections**  The automatic correction function may be used when completing a timing using a software package. Spell check cannot be used to correct errors at the completion of a timing. | | | Learners will use the following website to conduct the test: <http://www.typingtest.com/>. The typing test complies with the provided guidelines. | | |
| On successful completion of this unit of competency, individuals may be issued with a speed and accuracy statement by a qualified workplace assessor or trainer. | | | Learners are given an opportunity for a practice test. | | |
| Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. | | | Trainers and assessors for this qualification at least possess the TAE40110 Certificate IV in Training and Assessment. Refer to the Training and Assessment Strategy for more details. | | |