



**CATAPULT**

# BSBITU102

Develop keyboard skills

Office 2016 Edition (Catapult code: BSBITU102\_2016)

## Table of Contents (Extract)

**NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.**

**This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBITU102.**

**For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:**

**[https://catapultlearning.com.au/product/BSBITU102\\_2016/](https://catapultlearning.com.au/product/BSBITU102_2016/)**

# Trainer/assessor guide

## BSBITU102

### Develop keyboard skills — Word 2016

#### Welcome to this unit of study

This unit describes the skills and knowledge required to develop basic keyboard skills using touch typing techniques in a broad range of settings.

It applies to individuals who perform a range of mainly routine tasks and generally work under direct supervision using limited practical skills and fundamental knowledge in a defined context.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

# Contents

<b>About this trainer/assessor guide .....</b>	<b>4</b>
<b>Learning resource.....</b>	<b>5</b>
Topic 1: Use safe work practices .....	5
Adjusting workspace, furniture and equipment .....	5
Work health and safety (WHS) requirements.....	7
Check your understanding .....	9
Topic 2: Identify and develop keyboard skills .....	11
Keyboard functions and touch typing technique .....	11
Speed and accuracy.....	24
Check your understanding .....	25
Topic 3: Check accuracy.....	27
Proofreading.....	27
Correcting errors and final check .....	28
Check your understanding .....	33
References.....	35
<b>Assessment workbook.....</b>	<b>37</b>
Unit information .....	39
What is competency-based assessment?.....	40
How will my competency be assessed?.....	41
Assessment agreement.....	42
Foundation skills checklist.....	43
<b>Skills recognition.....</b>	<b>44</b>
Topic 1: Use safe work practices .....	45
Topic 2: Identify and develop keyboard skills .....	46
Topic 3: Check accuracy.....	47
<b>Knowledge questions .....</b>	<b>48</b>
Topic 1: Use safe work practices .....	49
Topic 2: Identify and develop keyboard skills .....	51
Topic 3: Check accuracy.....	54
<b>Performance tasks.....</b>	<b>55</b>
Third party evidence collection agreement .....	56
Topic 1: Use safe work practices .....	57
Topic 2: Identify and develop keyboard skills .....	59
Topic 3: Check accuracy.....	60
<b>Completion record.....</b>	<b>61</b>
<b>Unit mapping and assessment checklist .....</b>	<b>62</b>
<b>Trainer/ assessor user instructions.....</b>	<b>63</b>



# About this trainer/assessor guide

---

## Learning resource

---

The learning resource is divided into the following topics:

- » Use safe work practices
- » Identify and develop keyboard skills
- » Check accuracy

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

---

## Assessment workbook

---

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

---

## Disclaimer

---

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.

---