Open Awards Qualification Unit

This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Touch Typing Skills
QAC Code:	D/650/4058
Level:	Level 2
Credit Value:	5
Minimum GLH:	40

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know how to touch type using standard alpha numeric keyboards	1.1 State how to locate the home keys on standard alpha numeric keyboards
	1.2 Identify correct finger position for reaching given characters on standard alpha numeric keyboards
	1.3 Correctly activate the following: • Space • Shift • Caps lock • Enter • Tab keys on standard alpha numeric keyboards
2. Be able to apply touch typing skills when using standard alpha numeric keyboards	2.1 Use the home keys for navigation on standard alpha numeric keyboards
	2.2 Demonstrate correct typing techniques for touch typing on standard alpha numeric keyboards

3.	Be able to touch type to meet given speeds and accuracy levels	3.1	Demonstrate touch typing continuous text including: • Capitalisation • Full punctuation (including exclamation marks, question marks, hyphens, apostrophes, quote marks, colon, semi-colon) • Special symbols (including "", £, $, %, &, *, (,).
		3.2	Achieve an average typing speed of 35 words per minute when touch typing
		3.3	Achieve a minimum accuracy rate of 85% when touch typing

Please see Assessment Guidance on the next page.

Assessment Guidance

Learning Outcome	Assessment Criterion	Assessment Guidance
1) Know how to touch type using standard alpha numeric keyboards	1.1 State how to locate the home keys on standard alpha numeric keyboard	This could be stated through an online multiple-choice test, using true or false to confirm knowledge of the home keys. If assessing off-line this could be conducted through questioning and/or observation.
	1.2 Identify the correct finger location for reaching given characters on standard alpha numeric keyboards	This could be identified through an online multiple-choice test, either using true or false to identify the home keys. If assessing off-line this could be conducted via workbook this could be either by questioning or observation.
	1.3 Correctly activate the following: • Space • Shift • Caps lock • Enter • Tab keys on standard alpha numeric keyboards	This could be evidence through an online multiple-choice test, either using true or false to identify the home keys. All the keys must be covered as part of the MCQs. If assessing off-line this could be conducted via workbook this could be either by questioning or observation.
2) Be able to apply touch typing skills when using standard alpha numeric keyboards	2.1 Use the Home keys for navigation on standard alpha numeric keyboards	This could be evidence through an online multiple-choice test, by a short scenario based MCQ. i.e., to type letters on an alpha numerical keyboard from the home key starting position. If assessing off-line this could be conducted via workbook this could be through questioning or observation.
	2.2 Demonstrate correct typing techniques for touch typing on standards alpha numeric keyboards	This can be assessed by an online practical test and by controlled assessment. Providers wishing to use this method will need to provide an overview of the algorithm used to measure the coverage of keys.
3) Be able to touch type to meet given speed and accuracy levels	3.1 Demonstrate touch typing continuous text including: • Capitalisation • Full punctuation (including exclamation marks, question marks, hyphens,	This can be assessed by an online practical test and by controlled assessment. Providers wishing to use this method will need to provide an overview of the algorithm used to measure the coverage of

Learning Outcome	Assessment Criterion	Assessment Guidance
	apostrophes, quote marks, colon, semi-colon). • Special symbols (including =, £, %, $, &, *, ")	keys.
	3.2. Achieve an average typing speed of 35 words per minute when touch typing	This can be assessed by an online practical test and by controlled assessment. Providers wishing to use this method will need to provide an overview of the algorithm used to measure the coverage of keys how the speed is calculated.
	3.3 Achieve a minimum accuracy rate of 85% when touch typing.	This can be assessed by an online practical test and by controlled assessment. Providers wishing to use this method will need to provide an overview of the algorithm used to measure the coverage of keys how the accuracy is calculated.

For Learning Outcome 3 Providers **not using an online assessment** method will need to consider how speed and accuracy can be covered in a timed environment. We recommend that a copy piece be used (as in the examples within this assessment guidance). Learners should audio and copy type for 3 minutes (circa 105 words, including all alphabet, numbers and special keys as identified in 3.1 and achieving an accuracy of 85%).

An example of the type of Level 2 text that could be produced by learners

THE PERFECT FUTURE OR THE PERFECT NIGHTMARE?
Article written by Jay Hawkes

I've just been shown the future of shopping. Posh boutiques are history. Online is old hat. Old-fashioned high street shops are back!

Old-fashioned high street shops with several big differences. No trolley. No checkout. No staff. Walk in. Grab what you need. Leave. Your account is charged automatically. 'Walk In, Walk Out'. I had to try this! So off I went.

At the shop my details were taken and a machine gave me a store card. Essential – you can't get into the shop without waving it. And it so worked. The door whooshed open and in I went.

Testing the system, I kept my store card in my pocket and filled my shopping bag. No basket. No trolley. No scanning. The technology 'sees' what you take and adds it to your bill. Cunningly hidden cameras observe what you take and charge your account. (If you put something back again, it sees that too – you won't be charged).

Then it was time to leave. I just walked out of the exit! That was the oddest bit of all. I felt like a shoplifter. Nowhere to hand over your £20 note, no-one to take your £20 note and give you your £1.25 change, no-one at all in fact.

But I also felt like the shop had suddenly become my kitchen cupboard. In a crazy way it was 'my' shop.

A minute later, I got a message on my phone with my bill. I checked for mistakes, but it was spot on. Consider the advantages.

1) No more moving purchases from shelves to trolley.
2) No more race to the cash tills, searching for the shortest queue.
3) No more glaring at the time-waster in front.
4) No more unloading purchases onto a conveyor belt which moves forward, or not, to suit itself.
5) No more competition, trying to fill your bags more quickly than the cashier can scan – like two competitors racing to see who can move groceries around fastest.

Will this change the world? Maybe. Improve our lives? Maybe. In any case, we may soon not have a choice. A shop without staff is easier and cheaper to manage. Service, however impersonal, is guaranteed. I will certainly get used to it. But will I miss the personal touch? I'm not 100% sure.

Note that the text includes:
- Space
- Shift
- Caps lock
- Enter
- Tab
- Capitalisation
- Full punctuation (including exclamation marks, question marks, hyphens, apostrophes, quote marks, colon, semi-colon)
- Special symbols (including "", £, $, %, &, *, (,).

When testing for speed, learners should type for no more than 3 minutes