

# Open Awards Qualification Unit

This unit forms part of a regulated qualification.



## 1 Unit Details

Unit Title:	Touch Typing Skills
Unit Reference Number:	K/650/3936
Level:	Level 1
Credit Value:	3
Minimum GLH:	20

## 2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know how to use the home keys for touch typing on a standard alpha numeric keyboard	1.1 Identify the home keys for touch typing on a standard alpha numeric keyboard
	1.2 State how the home keys are used for navigation on standard alpha numeric keyboards
2. Be able touch type to given speeds and accuracy levels	2.1 Carry out <ul style="list-style-type: none"><li>• Copy</li><li>• Audio</li></ul> typing at an average speed of 25 words per minute using standard alpha numerical keyboards
	2.2 Meet accuracy levels of 85% for: <ul style="list-style-type: none"><li>• Copy</li><li>• Audio</li></ul> typing on standard alpha numeric keyboards
	2.3 Demonstrate touch typing continuous text including: <ul style="list-style-type: none"><li>• Capitalisation</li><li>• Full stops</li><li>• Commas</li><li>• Space bar</li><li>• Enter key</li><li>• Numbers (including decimals)</li></ul>

3. Be able to use standard alpha numeric keyboards for data entry to meet given speed and accuracy requirements

3.1 Meet given accuracy and speed requirements for data entry using standard alpha numeric keyboards

## Assessment Method Matrix

Learning Outcome	Assessment Criterion	Assessment Guidance
1) Know how to use the home keys for touch typing on a standard alpha numeric keyboard	1.1 Identify the home keys for touch typing on a standard alpha numeric keyboard	<p>This could be identified through an online multiple-choice test, using true or false to identify the home keys.</p> <p>If assessing off-line this could be conducted through questioning and/or observation.</p>
	1.2 State how the home keys are used for navigation on standard alpha numeric keyboards	<p>This could be stated through an online multiple-choice test, using true or false to identify the home keys.</p> <p>If assessing off-line this could be conducted through:</p> <ul style="list-style-type: none"> <li>• Questioning</li> <li>• Observation</li> <li>• Workbook/worksheet</li> </ul>
2) Be able to touch type to given speeds and accuracy levels	2.1 Carry out <ul style="list-style-type: none"> <li>• Copy</li> <li>• Audio</li> </ul> Typing at an average speed of 25 words per minute, using standard alpha numerical keyboards	<p>This can be assessed by an online practical test and by controlled assessment.</p> <p>Providers wishing to use this method will need to provide an overview of the algorithm used to measure the coverage of keys and how the speed is calculated.</p>

Learning Outcome	Assessment Criterion	Assessment Guidance
	2.2 Meet accuracy levels of 85% for <ul style="list-style-type: none"> <li>• Copy</li> <li>• Audio</li> </ul> Typing on standard 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 and how the accuracy is calculated.
	2.3 Demonstrate touch typing continuous text including: <ul style="list-style-type: none"> <li>• Capitalisation</li> <li>• Full stops</li> <li>• Commas</li> <li>• Space Bar</li> <li>• Enter key</li> <li>• Numbers (including decimals)</li> </ul>	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, as outlined in AC 2.3. and how the accuracy is calculated.
3) Be able to use standard alpha numeric keyboards for data entry to meet given speed and accuracy requirements.	3.1 Meet given accuracy and speed requirements for data entry using standard alpha numeric keyboards	This can be assessed by an online practical test and by controlled assessment.  Please refer to AC 2.1 and 2.2 for further guidance regarding the assessment.

**For Learning Outcomes 2 and 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 3 minutes (75 words, including all alphabet, numbers and special keys as identified in 2.3 and achieving an accuracy of 85%)

## **An example of the type of Level 1 text that could be produced by learners.**

The Vet Weekly Gazette

Are cat cafes suitable homes for cats.

By Catherine Smith

Around 3,000,000 of the 12,000,000 cats in the UK need rehoming every year. In cat cafes, cats find a permanent home and can interact and show off their personalities. However, despite their popularity, some animal welfare societies have criticised cat cafes. They say that cat cafes are unsuitable for cats because they must live in confined spaces, and they find being stroked by lots of different people stressful. They are known to be quite solitary animals too.

Living in just one room with a group of up to 20 unrelated cats can lead to aggression and disease. A number of cat cafes have been forced to close due to poor hygiene standards or because they ill treated their animals. Since cat cafes are becoming popular, instead of criticising them we should aim to make them better. The government should introduce legislation to regulate cat cafes. The government should also encourage all pet owners to neuter their cats to stop excessing breeding and reduce the number of cats ending up in rescue centres and cat cafes.

### **Note that the text includes:**

- Capitalisation
- Full stops
- Commas
- Space bar
- Enter key
- Numbers (including decimals)

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