

Unit Title:	Use occupational health and safety guidelines when using keyboards
OCR unit number	113
Sector unit number:	T/601/2465
Level:	1
Credit value:	2
Guided learning hours:	20

Unit purpose and aim

This unit is about following occupational health and safety guidelines when using keyboards and workstation care and maintenance.

Learning Outcomes	Assessment Criteria	Exemplification
The Learner will:	The Learner can:	
1. Understand the purpose of occupational health and safety procedures when using keyboards and workstation care and maintenance	1.1 State occupational health and safety guidelines in relation to using keyboards 1.2 Explain the purpose of following occupational health and safety guidelines for using keyboards 1.3 Describe how to position fingers, wrists, forearms and back in relation to the equipment being used 1.4 Describe procedures for workstation care and maintenance	These learning outcomes must be assessed using methods appropriate to the assessment of knowledge and understanding. A holistic approach to assessment should be adopted so that one piece of evidence covers more than one learning outcome and several assessment criteria and where appropriate, can be evidenced across units.
2. Be able to use occupational health and safety guidelines	2.1 Demonstrate correct positioning of fingers, wrists, forearms and back in relation to the equipment being used 2.2 Follow procedures for workstation care and maintenance 2.3 Follow occupational health and safety guidelines for using keyboards 2.4 Use techniques to prevent repetitive strain syndrome	Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to use occupational health and safety guidelines when using keyboards

	in accordance with occupational health and safety guidelines	
--	--	--

Assessment

This unit is centre assessed and externally verified. Your assessor will use a range of assessment methods which may include:

- observation of performance in the work environment
- examination work products
- questioning the learner
- discussing with the learner
- use of others (witness testimony)
- looking at learner statements
- recognising prior learning

Evidence requirements

A range of evidence should be gathered to cover the Learning Outcomes and Assessment Criteria. Examples may include:

- Annotated occupational health and safety guidelines
- Photographs of candidate's workstation
- Photographs of candidate's use of keyboard
- Procedures for care and maintenance of the workstation

Guidance on assessment and evidence requirements

Refer to sections on Assessment and Evidence requirements above.

National Occupational Standards (NOS) mapping/signposting

This unit is based on the BAE141 Use occupational guidelines when using keyboards

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Link to functional skills standards <http://www.qcda.gov.uk/15565.aspx>

Functional Skills Standards					
English		Mathematics		ICT	
Speaking and Listening	✓	Representing		Use ICT systems	✓
Reading	✓	Analysing		Find and select information	✓
Writing	✓	Interpreting		Develop, present and communicate information	✓

Resources

Access to a working environment with associated equipment and resources

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .