

<b>Title</b>	<b>Enter and manage text for generic text and information management</b>		
<b>Level</b>	<b>1</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	<p>This unit standard is intended for people who input and manipulate information using software applications to create documents which communicate efficiently and effectively and have visual appeal.</p> <p>People credited with this unit standard are, for generic text and information management, able to: enter text from provided data using an alpha-numeric keyboard; enter a direct composition using an alpha-numeric keyboard; and manage text from a retrieved electronic document.</p>
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<b>Classification</b>	Business Administration > Text and Information Management - Generic
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<b>Available grade</b>	Achieved
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**Explanatory notes**

- 1 All activities associated with this unit standard must comply with *Guidelines for using computers: Preventing and managing discomfort, pain and injury*, (Wellington: Accident Compensation Corporation, Department of Labour, 2010), available at <http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/guidelines-for-using-computers/computers.pdf> computers.
- 2 Definitions
 

*Acceptable key/finger pathways* is the term used to describe the action of fingers in terms of recognised direction and placement when using an alpha-numeric keyboard. All fingers must be used.

*Direct composition* refers to text created in candidates own words without prior preparation and entered directly on the keyboard.

*Fit for purpose* means the information is accurate and relevant to the intended audience, and the document is free from text errors.

*Intended audience* is the individual or group who will receive the information, therefore the amount and nature of the information and the level of the language must be appropriate to this audience. The intended audience will be specified for each document.

**Outcomes and evidence requirements**

**Outcome 1**

Enter text from provided data using an alpha-numeric keyboard.

Range provided data refers to a passage of a minimum of 150 words which is a mixture of alpha and numeric text provided for direct copying.

**Evidence requirements**

- 1.1 Acceptable key/finger pathways to key location are demonstrated while entering text from provided data.
- 1.2 Overuse syndrome prevention techniques are demonstrated in accordance with Guidelines for using computers: Preventing and managing discomfort, pain and injury.

**Outcome 2**

Enter a direct composition using an alpha-numeric keyboard.

**Evidence requirements**

- 2.1 A paragraph of 70-80 words is directly composed on the keyboard using acceptable key/finger pathways to key location.
- 2.2 Composed paragraph is fit for purpose and the intended audience.

**Outcome 3**

Manage text from a retrieved electronic document.

**Evidence requirements**

- 3.1 An electronic document is retrieved and filename, date, and computer user’s name are inserted in the header and/or footer in accordance with standard operating procedures of the software.
- 3.2 Formatting and editing features are applied to the document so that it is fit for purpose and the intended audience.  
  
 Range features may include but are not limited to – font type, font size, bold, italics; evidence of three features is required.
- 3.3 Procedures for saving, previewing, spellchecking, and printing the electronic document are demonstrated in accordance with standard operating procedures of the software.

<b>Planned review date</b>	31 December 2019
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	22 December 1997	31 December 2012
Revision	2	16 January 2001	31 December 2012
Revision	3	13 November 2002	31 December 2012
Revision	4	19 September 2005	31 December 2012
Review	5	22 October 2010	31 December 2012
Revision	6	15 September 2011	31 December 2017
Rollover and Revision	7	16 April 2015	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Please note**

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

**Comments on this unit standard**

Please contact NZQA National Qualifications Services [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.