Unit 52: Use Occupational and Safety Guidelines when using Keyboards

Unit code: Q113
Unit reference number: T/601/2465
QCF level: 1
Credit value: 2
Guided learning hours: 20

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

Assessment guidance
The following is a guide, the evidence suggested is neither mandatory nor exclusive.

<table>
<thead>
<tr>
<th>Learning outcomes</th>
<th>Assessment criteria</th>
<th>Assessment guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.1 – 1.4</td>
<td>Evidence may be supplied via learner reports/reflective accounts, professional discussion and questioning.</td>
</tr>
<tr>
<td>2</td>
<td>2.1 – 2.4</td>
<td>Evidence may be supplied via observation of workplace activities, witness testimony, professional discussion and learner reports/reflective accounts.</td>
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</table>

Assessment methodology
This unit is assessed in the workplace or in conditions resembling the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.
### Learning outcomes and assessment criteria

<table>
<thead>
<tr>
<th>Learning outcomes</th>
<th>Assessment criteria</th>
<th>Evidence type</th>
<th>Portfolio reference</th>
<th>Date</th>
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</thead>
</table>
| 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 | | |
| 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 in accordance with occupational health and safety guidelines | | |