

	<b>Unit ID: 104</b>
<b>Domain</b>	<b>OFFICE ADMINISTRATION</b>
<b>Title:</b>	<b>Demonstrate advanced word processing skills to perform administrative duties in an office environment</b>
<b>Level: 2</b>	<b>Credits: 4</b>

### Purpose

This unit standard specifies the competencies required to demonstrate advanced word processing skills to perform administrative duties in an office environment. It includes producing of an advanced word processing document at a minimum speed of 25 words per minute. This unit standard is intended for those who work in an office environment.

### Special Notes

1. Entry information  
Prerequisite:
  - Unit 93 – *Demonstrate basic word processing skills to perform administrative duties* or demonstrated equivalent knowledge and skills.
2. To demonstrate competence, at a minimum, evidence is required in which typing speed is developed at a speed of 25 words per minute and accuracy is checked. Documents may include but are not limited to letters, agendas, internal memorandums, notices and submissions.
3. Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated realistic environment in which administrative operations are carried out.
4. Office equipment may include, but is not limited to computer, mouse, external devices, storage devices and basic computer applications.
5. Performance of all elements in this unit standard must comply with all relevant workplace requirements and /or manufacturer's specifications.
6. Regulations and legislation relevant to this unit standard include the following:
  - Labour Act, No. 6, 1992
  - Occupational Health and Safety Regulations No. 18, 1997 and all subsequent amendments.

## **Quality Assurance Requirements**

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on [www.nta.com.na](http://www.nta.com.na)

## **Elements and Performance Criteria**

### **Element 1: Produce an advanced word processing document**

#### **Performance Criteria**

- 1.1 Appropriate word processing package is selected.
- 1.2 Touch typing technique is applied to complete a task.
- 1.3 Document is saved and printed.

### **Element 2: Check accuracy of document**

#### **Performance Criteria**

- 2.1 Document is proof read to identify errors.
- 2.2 Document is amended, errors are corrected and final accuracy check is completed.

## **Registration Data**

<b>Subfield:</b>	Business Services
<b>Date first registered:</b>	28 September 2006
<b>Date this version registered:</b>	28 September 2006
<b>Anticipated review:</b>	2011
<b>Body responsible for review:</b>	Namibia Training Authority