

	Unit ID: 117
Domain	OFFICE ADMINISTRATION
Title:	Demonstrate more advanced word processing skills to perform administrative duties in an office environment
Level: 3	Credits: 5

Purpose

This unit standard specifies the competencies required to demonstrate more advanced word processing skills to perform administrative duties in an office environment. It includes producing of a more advanced word processing document at a minimum speed of 35 words per minute and checking the accuracy of the document. This unit standard is intended for those who work in an office environment.

Special Notes

1. Entry information
Prerequisite:
 - Unit 104 – *Demonstrate advanced word processing skills to perform administrative duties*, or demonstrated equivalent knowledge and skills.
2. To demonstrate competence, at a minimum, evidence is required of typing at a speed of 35 words per minute and checking accuracy. Documents may include but are not limited to letters, agendas, internal memorandums, notices, submissions and reports.
3. Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated realistic environment in which office administration operations are carried out.
4. Office equipment may include but is not limited to computer, mouse, external device, storage device and computer software application.
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

Elements and Performance Criteria

Element 1: Produce an advanced word processing document

Performance Criteria

- 1.1 Appropriate word processing package is selected and used.
- 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

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