

Health and Safety

QCF Units of Assessment

Final NVQ Units

April 2010

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Skills CFA Unit No.	Q113	
WBA Unit No.	T/601/2465	
Level	1	
Credit Value	2	
GLH	20	
Learning Outcomes	Assessment Criteria	
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	
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	

Additional Information about the unit	
Unit purpose and aim(s)	This unit is about following occupational health and safety guidelines when using keyboards and workstation care and maintenance.
Unit expiry date	31 December 2013
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	Skills CFA
Assessment requirements or guidance	Assessment Strategy

specified by a sector or regulatory body (if appropriate)	
Support for the unit from an SSC or other appropriate body (if required)	Skills CFA
Location of the unit within the subject/sector classification system	15. Business, Administration and Law 15.2 Administration
Name of the organisation submitting the unit	Skills CFA
Availability for use	Shared
Unit available from	1 August 2010
Unit guided learning hours	20