

- Partners in Progress -

BUSINESSline Briefing

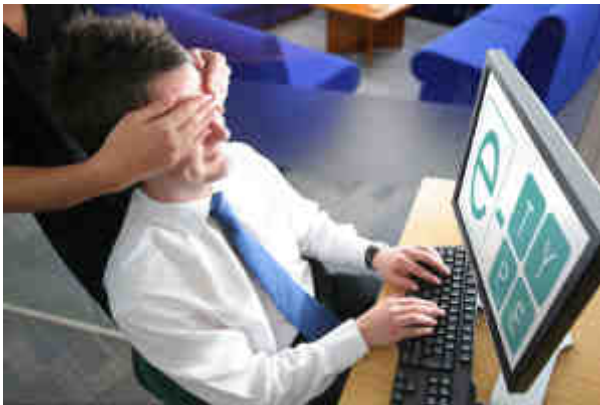
South Warwickshire Business Partnership

www.swbp.org.uk

Clippings of interest to businesses and organisations operating within the districts of Warwick and Stratford-on-Avon.

The British Computer Society says:

"Employees who touch type save up to 10 hours per week ..."



The Society says: "Are employers missing the opportunity to save time and money by failing to ensure that their staff can touch type? Whilst employers expect knowledge of office PC applications, few request staff to be keyboard proficient, and yet being able to touch type can save a massive 10 hours per week, equivalent to 21 days per annum. Across a workforce, the savings can be huge. To help businesses make the most of this opportunity, the British Computer Society (BCS) has developed a new user qualification called e-type.

BCS e-type is the only qualification of its kind recognized on the National Qualifications Framework (NQF), this means that employees can add it to their CVs as proof of their proficiency giving them the competitive edge in the employment market. The simple to use course offers self-paced learning for individuals. It costs £35 per employee for which the full learning software is installed on an organization's network or is made available as a CD Rom. The fee includes registration, testing and certification as well as technical support.

The system allows employees three attempts at the final test which is awarded at three grades; bronze: 20 words per minute, silver: 40 words per minute and gold: 60 words per minute. Individual's actual achieved typing speed appears on their test certificate.

Pete Bayley, BCS Director of Qualification Products says: "When you consider that the average manager deals with an average of 52 emails a day, being able to touch type responses could significantly reduce the 1.7 hours a day this task takes, leaving the manager more time to work on other projects. BCS e-type offers a really simple way to invest in employees and their skills and see real savings in return. Employees who touch type increase productivity and efficiency and because of their more ergonomic use of the keyboard are less likely to be at risk from RSI or neck strain."

[More information can be found on www.bcs.org/e-type](http://www.bcs.org/e-type), or contact e-type customer services 01793 417530, email: qualifications@hq.bcs.org.uk

[The British Computer Society (BCS), established in 1957, is the leading body for those working in IT. With a world-wide membership approaching 60,000 in over 100 countries, BCS is the qualifying body for Chartered IT Professionals (CITP).

BCS was incorporated by Royal Charter in 1984. Its objectives are to promote the study and practice of computing and to advance knowledge of and education in IT for the benefit of the public. BCS is also a registered charity.]