



**Australian Government**

# **Assessment Requirements for BSBITU203 Communicate electronically**

**Release: 1**

# Assessment Requirements for BSBITU203 Communicate electronically

## Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

## Performance Evidence

Evidence of the ability to:

- follow organisational and service provider requirements when communicating electronically
- follow organisational policy and procedures when managing all aspects of electronic communication
- comply with netiquette
- collaborate in accordance with agreed parameters for electronic communication
- identify most appropriate software applications.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

## Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify different methods of electronic communication
- outline key provisions of relevant legislation that affect aspects of business operations
- outline relevant organisation policies and procedures.

## Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the information and communications technology – IT use field of work and include access to:

- organisational policies and procedures
- relevant legislation
- relevant workplace documentation and resources
- industry software packages.

Assessors must satisfy NVR/AQTF assessor requirements.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>