



Australian Government

Assessment Requirements for ICTICT205

Design basic organisational documents using computing packages

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- produce a workplace document using a range of features
- develop several workplace documents with minimal instruction on their design from end user or supervisor.

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 features of application packages
- explain current business practices related to preparing organisational documents
- recognise industry standard input and output devices
- identify organisational documentation and style guides
- identify organisational storage and retrieval procedures.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the general information and communications technology (ICT) industry, and include access to:

- organisational requirements and a template for the documents
- a personal computer (PC), scanner and laser printer
- word-processing facilities
- presentation software applications.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>