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.

Application

This unit describes the skills and knowledge required to design, create and produce basic organisational documents using application software within organisational guidelines, procedures and policies.

It applies to individuals who need to use foundation information and communications technology (ICT) skills in a wide range of varying industry occupations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

General ICT

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Design documents to meet organisational needs	1.1 Determine basic design guidelines and requirements 1.2 Select appropriate application software 1.3 Use application software to design and configure document templates for use in a business environment
2. Use application software to develop documents	2.1 Use application software as per specifications to develop documents 2.2 Access, retrieve, manipulate and save document files 2.3 Amend designs according to organisational requirements

ELEMENT	PERFORMANCE CRITERIA
	2.4 Store documents for wider access and editing as required
3. Evaluate and incorporate feedback	3.1 Obtain document sign-off from appropriate person
	3.2 Incorporate feedback and update document

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 3.2	• Recognises and interprets text to determine organisational guidelines and requirements, and application software specifications
Writing	1.3, 2.1, 3.2	• Uses appropriate and clear language and organisational protocols for labels and filenames when designing templates and developing documents
Oral Communication	1.1, 3.1	• Uses simple, relevant language, effective questioning, and active listening techniques to clarify work requirements and obtain feedback
Numeracy	1.3, 2.1, 2.3	• Takes measurements and performs calculations for document layout
Get the work done	1.2, 1.3, 2.1-2.4, 3.2	• Follows routine procedures for using digital technology to enter, store and retrieve information directly relevant to role • Understands purposes, specific functions and key features of common digital systems and tools, and operates them effectively to complete routine tasks, adapting some functions to improve personal efficiency • Plans routine tasks with familiar goals and outcomes, taking some limited responsibility for decisions regarding sequencing • Uses the main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTICT205 Design basic organisational documents using computing packages	ICAICT205A Design basic organisational documents using computing packages	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2