



Australian Government

**Assessment Requirements for ICTICT216
Design and create basic organisational
documents**

Release: 2

Assessment Requirements for ICTICT216 Design and create basic organisational documents

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 6.0.
Release 2	Correcting an error in Performance Criteria 2.1.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop and produce at least two required organisational documents, with minimal design instruction.

In the course of the above, the candidate must:

- edit documents according to at least two different feedback suggestions
- save documents and back up in a different location
- comply with style guidelines and organisational procedures.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- application software tools and features
- organisational style guidelines and procedures
- organisational storage and retrieval procedures.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- organisational guidelines
- required hardware devices, application software and its features.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet: -

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