ICTICT216 Design and create basic organisational documents

Release: 2

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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.

Application

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

It applies to those who use foundation information and communications technology (ICT) skills to produce documents 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. Prepare to develop organisational documents	1.1 Establish and confirm document requirements according to business need 1.2 Determine applicable organisational document and style guidelines and procedures 1.3 Research and select application software according to organisational procedures
2. Develop organisational documents	2.1 Design and configure document template using application software according to task specifications 2.2 Create organisational document using a range of features from

	application software
	2.3 Edit and amend document design according to business need
	2.4 Finalise, save and back up document according to organisational procedures
3. Evaluate organisational documents and incorporate feedback	3.1 Review document and obtain feedback from required personnel
	3.2 Incorporate feedback and update document according to business need
	3.3 Save and close working documents and tools according to organisational procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Numeracy	• Takes measurements and performs calculations for document layout
Oral communication	• Clarifies work requirements and obtains feedback using required language, questioning and active listening techniques
Reading	• Identifies and interprets text in determining organisational guidelines and requirements and application software specifications
Writing	• Uses required language and organisational procedures when designing required workplace documents
Planning and organising	• Plans routine tasks with goals and outcomes, taking some limited responsibility in decisions regarding sequencing
Technology	• Follows routine procedures in using digital technology and enters, stores and retrieves information directly applicable to own role • Interprets purposes, specific functions and key features of basic digital systems and tools and operates them in completing routine tasks and adapting functions • Completes work tasks and accesses information using the main features and functions of digital tools

Unit Mapping Information

Supersedes and is equivalent to ICTICT205 Design basic organisational documents using computing packages.

Links

Companion Volume Implementation Guide is found on VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2