



Australian Government

Assessment Requirements for BSBITU211 Produce digital text documents

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 3.0.

Performance Evidence

Evidence of the ability to:

- follow correct ergonomic requirements and organisational policies and procedures
- produce digital documents that align to document purpose and appropriate to target audience
- adhere to organisational style manual when formatting documents
- use relevant help functions to rectify simple document issues
- produce document in appropriate format for review
- adhere to designated timelines when preparing documents.

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

Knowledge Evidence

The candidate must be able to demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit, and to manage tasks and reasonably foreseeable contingencies in the context of the work role.

- Key elements of basic formatting styles and their effect on formatting, readability and appearance of documents
- Key functions of word processing applications
- Key features of organisational requirements for ergonomics
- Key features of organisational style and presentation guide.

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:

- device user information
- relevant organisational policies and procedures
- relevant workplace documentation and resources including a style guide and user manuals.

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 guides are found in VETNet -

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