BSBITU211 Produce digital text documents

Release: 1

BSBITU211 Produce digital text documents

Modification History

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

Application

This unit describes the skills and knowledge required to digitally produce word documents in a workplace context.

It applies to individuals who perform a range of routine tasks in the workplace, using a limited range of practical skills and fundamental knowledge of word processing software/applications in a defined context, under direct supervision or with limited individual responsibility.

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

Unit Sector

Information and Communications Technology – IT Use

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 produce documents	1.1 Adjust workspace, furniture and equipment to suit user ergonomic environments
	1.2 Ensure workspace meets organisational work health and safety requirements for digital device operation, taking into account the type of device to be used
	1.3 Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required
	1.4 Identify organisational and task requirements for document layout and design
	1.5 Select most appropriate word processing application to produce document, in accordance with available resources and

ELEMENT	PERFORMANCE CRITERIA
	organisational policies
2. Produce documents digitally	2.1 Format document using appropriate application functions to adjust layout to meet information requirements, in accordance with organisational style and presentation requirements
	2.2 Use application features to identify and manipulate display options and controls
	2.3 Use relevant help functions to overcome simple issues relating to document presentation and production
3. Finalise and present documents	3.1 Review and edit final document, and prepare for delivery in accordance with organisational and task requirements
	3.2 Deliver document to relevant audience within designated timelines and in accordance with organisational requirements
	3.3 Name and store document appropriately in accordance with organisational requirements and exit application without information loss

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
Reading	• Recognises textual information within organisational and task requirements to determine work requirements
Writing	• Records numerical and textual information in accordance with requirements of task
Oral Communication	• Participates in a variety of spoken exchanges with relevant personnel in an effort to clarify document purpose, audience and presentation requirements
Navigate the world of work	• Recognises and follows explicit and implicit protocols and meets expectations associated with own role
Interact with others	• Seeks guidance from more experienced work colleagues
Get the work done	• Understands functions and features of specific digital applications and uses these to perform work tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBITU211 Produce digital text documents	BSBITU201 Produce simple word processed documents	Updates to title, elements, performance criteria and assessment requirements	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

Future Skills Organisation