Assessment Requirements for BSBITU212 Create and use spreadsheets

Release: 1

Assessment Requirements for BSBITU212 Create and use spreadsheets

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 spreadsheet documents that align to document purpose and appropriate to target audience
- consult with appropriate personnel as required
- adhere to organisational style and presentation requirements
- use relevant help functions to rectify simple document issues
- produce spreadsheet document in appropriate format for review, including ability to create and modify simple charts
- adhere to designated timelines and ensure high accuracy when preparing documents
- demonstrate ability to prevent data loss and damage.

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 appropriate to workplace documents
- Key functions of spreadsheet applications, both cloud-based and non-cloud based
- Key features of organisational requirements for ergonomic standards
- Key features of organisational guidelines on spreadsheet manipulation and processing
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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:

- industry technology
- relevant organisational policies and procedures
- relevant workplace documentation and resources including a style guide and user manuals
- industry software/applications for producing spreadsheets.

Assessors of this unit must satisfy the assessor requirements 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