Assessment Requirements for BSBITU302
Create electronic presentations
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Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Release 1</td>
<td>This version first released with BSB Business Services Training Package Version 1.0.</td>
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Performance Evidence

Evidence of the ability to:

- adhere to organisational requirements and strategies when creating electronic presentations including:
  - ergonomic requirements
  - energy and resource requirements
- adhere closely to task requirements
  - following designated timelines
  - achieving consistency of design and layout
  - ensuring correct editing and style requirements
- use advanced software features
- communicate effectively with personnel
- print and store presentation.

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

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline key provisions of relevant legislation, standards and codes that affect aspects of business operations
- explain how design features affect the readability and appearance of electronic presentations.
**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:

- office equipment and materials
- relevant software applications
- examples of electronic presentations
- style guides.

Assessors must satisfy NVR/AQTF assessor requirements.

**Links**