Assessment Requirements for BSBITU302 Create electronic presentations

Release: 1

Assessment Requirements for BSBITU302 Create electronic presentations

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

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

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