BSBITU303 Design and produce text documents

Release: 1

BSBITU303 Design and produce text documents

Modification History

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

Application

This unit describes the skills and knowledge required to design and develop text-based documents using advanced features of word processing software.

It applies to individuals who possess fundamental skills in computer operations and keyboarding, and basic skills in operation of word processing software. They may work as individuals who provide administrative support within an enterprise, or may be technical/knowledge experts responsible for production of their own word processed documents.

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 word processed documents	1.1 Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met 1.2 Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required 1.3 Identify organisational and task requirements for text-based business documents to ensure consistency of style and image
2. Design word processed	2.1 Design document structure and layout to suit purpose, audience

ELEMENT	PERFORMANCE CRITERIA
documents	and information requirements of task
	2.2 Design document to enhance readability and appearance, and to meet organisational and task requirements for style and layout
	2.3 Use style sheets and automatic functions to ensure consistency of design and layout
3. Add tables and other data	3.1 Insert a standard table into a document, changing cells to meet information requirements
	3.2 Insert and delete columns and rows as necessary
	3.3 Insert images and other data to meet required specifications
4. Produce text documents	4.1 Use advanced software functions to enable efficient production of documents
	4.2 Enter or import, and edit text and other data to meet required specifications
	4.3 Preview, adjust and print documents in accordance with organisational and task requirements
	4.4 Name and store text documents, in accordance with organisational requirements and exit application without information loss/damage
	4.5 Prepare text documents within designated timelines and organisational requirements for speed and accuracy
	4.6 Use manuals, user documentation and online help to overcome problems with document design and production

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	2.2, 4.3, 4.4, 4.6	• Recognises and interprets textual information from a range of sources to determine and adhere to requirements
Writing	2.1-2.3, 3.3, 4.2-4.5	• Develops documents using required format, accurate spelling and grammar and terminology specific to requirements • Organises content to support purpose and audience of

			material using clear and logical language
Oral Communication	1.2	•	Uses specific and direct language, and listening and questioning techniques to clarify requirements
Navigate the world of work	1.1-1.3, 2.1-2.3, 3.1, 3.3, 4.2-4.5	•	Recognises and follows explicit and implicit protocols and meets expectations associated with own role
Interact with others	1.2	•	Collaborates with others to achieve joint outcomes
Get the work done	2.1-2.3, 3.1-3.3, 4.1-4.6	•	Uses advanced features within applications to address routine and complex work tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBITU303 Design and produce text documents	BSBITU303A Design and produce text documents	Updated to meet Standards for Training Packages	Equivalent unit

Links

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