Assessment Requirements for BSBITU309 Produce desktop published documents

# Modification History

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| Release | Comments |
| Release 2 | This version released with BSB Business Services Training Package Version 2.0.  Version created to correct typographical error |
| Release 1 | This version first released with BSB Business Services Training Package Version 1.0. |

# Performance Evidence

Evidence of the ability to:

* follow organisational and safe work practices including:
* ergonomic requirements
* energy and resource conservation techniques
* adhere to organisational requirements by:
* ensuring consistency of style and image
* logically sequencing data
* producing documents within designated timelines
* naming and storing documents
* adhere to task requirements when producing documents including:
* applying consistent formatting
* using appropriate templates and master pages
* using correct layouts
* resolve any issues including:
* formatting issues
* errors and omissions
* problems with design or production
* use appropriate data storage options
* apply knowledge of functions and features of contemporary computer applications
* communicate with relevant personal.

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:

* identify energy and resource conservation techniques
* outline organisational requirements for ergonomics, work periods and breaks
* describe contents and purpose of organisational style guides
* explain purposes, uses and functions of desktop publishing software
* outline various formatting styles and their effect on formatting, readability and appearance of documents.

# 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:

* organisational policies and procedures
* relevant workplace documentation and resources
* industry software packages and user instructions.

Assessors of this unit must satisfy the requirements for assessors 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>