



Australian Government

BSBITU309 Produce desktop published documents

Release: 1

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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 produce desktop published documents.

It applies to individuals who work in a range of environments, which may include providing administrative support within an enterprise, or who may be technical or knowledge experts responsible for production of their own 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
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to produce desktop published documents	1.1 Use safe work practices including addressing ergonomic requirements and using work organisation strategies 1.2 Use energy and resource conservation techniques 1.3 Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required 1.4 Identify organisational and task requirements for desktop published documents to ensure consistency of style and image
2. Set up desktop published document	2.1 Design content structure and layout to ensure information and graphics are arranged according to related topics and in logical sequences 2.2 Select appropriate formatting and create templates or master pages to ensure consistency of design and layout 2.3 Confirm layout with appropriate person
3. Create desktop published document	3.1 Prepare, format and enter required text 3.2 Import text from other applications and resolve any formatting issues 3.3 Scan or import graphics from other applications and resolve any formatting issues 3.4 Arrange text and graphics according to organisational and task requirements
4. Finalise desktop published document	4.1 Review text for possible errors and omissions, and resolve any issues 4.2 Check page order, structure and linkages 4.3 Produce completed document in required format 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	1.3, 1.4, 3.3, 3.4, 4.1, 4.2, 4.6	<ul style="list-style-type: none"> Recognises and interprets diagrammatical and textual information from a range of sources to determine and adhere to requirements Applies strategies to self-correct and verify clarity and conformity of information
Writing	2.1, 2.2, 3.1-3.4, 4.1-4.3, 4.5	<ul style="list-style-type: none"> Enters and amends routine data using a format appropriate to requirements Develops documents using required format, accurate spelling and grammar, and organises content to support purpose and audience of material, using clear and logical language
Oral Communication	1.3, 2.3	<ul style="list-style-type: none"> Confirms requirements with relevant personnel using specific terminology and listening and questioning techniques to confirm understanding
Navigate the world of work	1.3, 1.4, 2.1, 2.2, 3.4, 4.3-4.5	<ul style="list-style-type: none"> Recognises and follows explicit and implicit protocols and meets expectations associated with own role
Interact with others	1.3, 2.3	<ul style="list-style-type: none"> Collaborates with others to achieve joint outcomes
Get the work done	2.1, 2.2, 3.1-3.4, 4.1-4.6	<ul style="list-style-type: none"> Recognises and responds to routine problems in context of own work Uses advanced features within applications to access, store, organise data and perform routine and complex work tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBITU309 Produce desktop published documents	BSBITU309A Produce desktop published documents	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion volumes available from the IBSA website:

http://www.ibsa.org.au/companion_volumes - http://www.ibsa.org.au/companion_volumes