



Australian Government

Assessment Requirements for BSBITU312 Create electronic presentations

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 3.0.

Performance Evidence

Evidence of the ability to:

- follow correct ergonomic requirements and organisational policies and procedures
- produce electronic presentations that align to task purpose and are appropriate to target audience
- adhere closely to task requirements and organisational policies and procedures relating to:
 - following designated timelines
 - consistency of design and layout
 - editing and style requirements
- use relevant help functions to rectify presentation issues
- produce presentation in appropriate format for review
- communicate effectively with personnel
- store presentation in accordance with organisation policies and procedures relating to data security.

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

Knowledge Evidence

The candidate must be able to demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit, and to manage tasks and reasonably foreseeable contingencies in the context of the work role.

- Key provisions of relevant legislation, standards and codes that affect aspects of business operations
- Key elements of design features and their effect on the readability and appearance of electronic presentations
- Key functions of relevant applications for producing electronic presentations
- Key features of organisational requirements for ergonomics

- Key features of organisational style and presentation guide.

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 digital applications
- examples of electronic presentations
- relevant organisational policies and procedures
- relevant workplace documentation and resources including style guide.

Assessors of this unit must satisfy the assessor requirements 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>