



**Australian Government**

# **BSBITU312 Create electronic presentations**

**Release: 1**

## BSBITU312 Create electronic presentations

### Modification History

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

### Application

This unit describes the skills and knowledge required to design and produce electronic slide presentations using various applications and platforms.

It applies to individuals employed in a range of work environments who design electronic presentations. They may work as individuals providing administrative support within an enterprise, or may be responsible for production of their own electronic presentations.

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 create presentation	1.1 Organise personal work environment (including furniture and equipment) in accordance with ergonomic requirements 1.2 Identify purpose, audience and mode of presentation in consultation with content author or presenter 1.3 Identify organisational and task requirements relating to supporting documents and equipment 1.4 Select most appropriate application or platform to produce presentation, in accordance with available resources and organisational policies
2. Create presentation	2.1 Plan and prepare slides, notes and handouts according to organisational and task requirements and image and style

ELEMENT	PERFORMANCE CRITERIA
	requirements 2.2 Use application functions for consistency of design and layout, to meet identified presentation requirements 2.3 Balance presentation features for visual impact and emphasis 2.4 Use advanced application features to streamline and customise presentation for different audiences 2.5 Prepare presentation within designated timeline 2.6 Use relevant help functions to overcome issues relating to presentation creation, if necessary
3. Finalise presentation	3.1 Check presentation for spelling and consistency in presentation features and style, in accordance with task requirements 3.2 Prepare presentation materials for delivery in accordance with presenter or audience requirements 3.3 Name and store presentation appropriately, in accordance with organisational requirements and exit application without information loss

## Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	<ul style="list-style-type: none"> <li>Evaluates and integrates information and ideas to construct meaning in an effort to design and create a presentation</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Communicates relationships between ideas and information in a style appropriate to audience and purpose in accordance with organisational and task requirements</li> </ul>
Oral Communication	<ul style="list-style-type: none"> <li>Listens to discussions and participates in exchange of information to choose appropriate actions to create presentation</li> </ul>
Navigate the world of work	<ul style="list-style-type: none"> <li>Recognises and follows explicit and implicit protocols and meets expectations associated with own role</li> </ul>
Interact with others	<ul style="list-style-type: none"> <li>Collaborates with others to achieve joint outcomes</li> </ul>
Get the work done	<ul style="list-style-type: none"> <li>Uses advanced features within applications to address routine and complex work tasks</li> <li>Plans and implements routine tasks and workload making limited</li> </ul>

	decisions on sequencing and timing
--	------------------------------------

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBITU312 Create electronic presentations	BSBITU302 Create electronic presentations	Updated unit elements, performance criteria and assessment requirements	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>