



Australian Government

Assessment Requirements for BSBITU314

Design and produce spreadsheets

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, conservation requirements and relevant organisational and statutory requirements
- produce spreadsheet documents that align to document purpose and appropriate to target audience
- design spreadsheets that address a range of data and organisational requirements
- use software functions, graphics and support materials to create spreadsheets that adhere to organisational requirements relating to style and presentation
- use relevant help functions to rectify intermediate-level document issues
- produce spreadsheet document in appropriate format for review, including ability to create and modify intermediate-level charts that analyse the dataset
- adhere to designated timelines and requirements for high accuracy.

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 elements of intermediate-level formatting styles appropriate to workplace documents
- Key functions of spreadsheet applications, both cloud-based and non-cloud based
- Key features of organisational guidelines on spreadsheet design and use
- Key features of organisational requirements for ergonomic standards, work periods and breaks, and conservation techniques.

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:

- industry software/applications for producing spreadsheets
- digital device user information
- relevant legislation and codes of practice
- 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>