



**Australian Government**

# **BSBITU401 Design and develop complex text documents**

**Release: 1**

## BSBITU401 Design and develop complex text documents

### 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 develop business documents using complex technical features of word processing software.

It applies to individuals who work in a range of business environments and have skills which may be applied in the provision of administrative support within an enterprise, or by technical/knowledge experts responsible for producing their own word processed 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 word processed documents	1.1 Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met 1.2 Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required 1.3 Identify organisational requirements for text-based business documents to ensure consistency of style and image 1.4 Evaluate complex technical functions of software for its usefulness in fulfilling requirements of the task 1.5 Match document requirements with software functions to provide efficient production of documents

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
2. Design complex documents	<p>2.1 Design document structure and layout to suit purpose, audience and information requirements of task</p> <p>2.2 Design document to enhance readability and appearance, and to meet organisational and task requirements for style and layout</p> <p>2.3 Use complex software functions to enable efficient manipulation of information and other material, and ensure consistency of design and layout</p> <p>2.4 Use manuals, user documentation and online help to overcome problems with document design and production</p>
3. Add complex tables and other data	<p>3.1 Insert a standard table into document, changing cells to meet information requirements</p> <p>3.2 Format rows and columns as required</p> <p>3.3 Insert images and other data, formatting as required</p>
4. Produce documents	<p>4.1 Use complex operations to develop documents, and achieve required results</p> <p>4.2 Preview, adjust and print documents in accordance with organisational and task requirements</p> <p>4.3 Name and store documents in accordance with organisational requirements and exit application without information loss/damage</p> <p>4.4 Prepare documents within designated timelines and for speed and accuracy</p>

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Reading	1.3, 2.2, 2.4, 4.3, 4.4	<ul style="list-style-type: none"> <li>Recognises and interprets textual information from a range of resources to determine and confirm requirements and to assist with document issues</li> </ul>
Writing	2.1-2.4, 3.3, 4.2-4.4,	<ul style="list-style-type: none"> <li>Develops material using required format and incorporating technical functions to meet business needs</li> </ul>
Oral	1.2	<ul style="list-style-type: none"> <li>Uses specific and relevant language to confirm</li> </ul>

Communication		understanding of requirements and listens carefully to verbal instructions and discussions
Numeracy	1.4, 3.3	<ul style="list-style-type: none"> <li>Recognises and inputs numerical information according to requirements</li> </ul>
Navigate the world of work	1.1-1.3, 1.5, 2.1-2.3, 3.1-3.3, 4.1-4.4	<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	1.2	<ul style="list-style-type: none"> <li>Collaborates with others to achieve joint outcomes</li> </ul>
Get the work done	1.4, 1.5, 2.1-2.4, 3.1-3.3, 4.1-4.4	<ul style="list-style-type: none"> <li>Applies formal processes when planning more complex/unfamiliar tasks, producing plans with logically sequenced steps</li> <li>Uses advanced features within applications to access, store, organise data and perform routine and complex work tasks</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBITU401 Design and develop complex text documents	BSBITU401A Design and develop complex text documents	Updated to meet Standards for Training Packages	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet -

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