



**Australian Government**

**Assessment Requirements for BSBITU404  
Produce complex desktop published  
documents**

**Release: 1**

# Assessment Requirements for BSBITU404 Produce complex desktop published documents

## Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

## Performance Evidence

Evidence of the ability to:

- follow organisational and safe work practices including:
  - ergonomic requirements
  - energy and resource conservation techniques
- adhere to organisational requirements for:
  - ensuring consistency of style and image
  - logically sequencing data
  - producing documents within designated timelines
  - naming and storing documents
- adhere to task requirements when producing documents including:
  - applying consistent formatting
  - using appropriate templates and master pages
  - using appropriate colour palettes
  - using correct layouts
  - providing bleed allowance
  - meeting binding and finishing requirements
- resolve any issues including:
  - formatting issues
  - errors and omissions
  - problems with design and production.

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

## Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline various formatting styles and their effect on formatting, readability and appearance of documents
- explain organisational requirements for ergonomics, work periods and breaks, and energy and resource conservation techniques
- identify purposes, uses and functions of desktop publishing software
- describe purpose and contents of an organisational style 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:

- organisational policies and procedures
- relevant workplace documentation and resources
- industry software packages and user instructions.

Assessors must satisfy NVR/AQTF assessor requirements.

## **Links**

Companion Volume implementation guides are found in VETNet -

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