BSBTEC401 Design and produce complex text documents

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to design and develop business documents using complex technical features of word processing software.

The unit applies to those 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 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

Digital Competence - Technology Use

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to produce word processed documents	1.1 Identify ergonomics requirements and organise personal work environment 1.2 Use safe work practices to ensure ergonomic, energy and resource conservation requirements are met 1.3 Identify document purpose, audience and presentation requirements, and clarify with relevant stakeholders, where required 1.4 Identify organisational requirements for text-based business documents to ensure consistency of style and image 1.5 Evaluate complex technical functions of software for usefulness in fulfilling requirements of the task
2. Design complex	2.1 Design document structure and layout according to purpose,

ELEMENT	PERFORMANCE CRITERIA
documents	audience and information requirements of task
	2.2 Design document to enhance readability and appearance, and to meet organisational and task requirements for style and layout
	2.3 Use complex software functions to enable efficient manipulation of information and other material, and ensure consistency of design and layout
	2.4 Use help function to overcome problems with document design and production
3. Add complex tables and other data	3.1 Insert a table into document, change cells according to information requirements
	3.2 Format rows and columns, where required
	3.3 Insert images and other data and format, where required
4. Produce documents	4.1 Develop documents, and achieve required results
	4.2 Preview, adjust and publish documents according to organisational and task requirements
	4.3 Name and store documents in accordance with organisational requirements and exit application
	4.4 Prepare document according to organisational requirements, policies and procedures

Foundation Skills

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

SKILL	DESCRIPTION
Reading	• Recognises and interprets textual information from a range of resources to determine and confirm requirements and to assist with document issues
Writing	• Develops material using required format and incorporating technical functions to meet business needs
Self-management	• Recognises and follows explicit and implicit protocols and meets expectations associated with own role
Teamwork	• Collaborates with others to achieve joint outcomes
Planning and organising	• Applies formal processes when planning complex tasks, producing plans with logically sequenced steps

Unit Mapping Information

Supersedes and is equivalent to BSBITU401 Design and develop complex text documents.

Supersedes but is not equivalent to BSBITU404 Produce complex desktop published documents.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10