Australian Government

Department of Education, Employment and Workplace Relations

BSBADM306A Create electronic presentations

Release: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

BSBADM306A Create electronic presentations

Modification History

Not applicable.

Unit Descriptor

This unit covers the design of electronic presentations for speakers, self-access and on-line access.
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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Use safe work practices	1.1 Workspace, furniture and equipment are adjusted to suit the ergonomic requirements of the user
	1.2 Work organisation meets organisational and

			statutory requirements for computer operation
		1.3	Energy and resource conservation techniques are used to minimise wastage in accordance with organisational and statutory requirements
2	Prepare presentation	2.1	The purpose, audience and mode of presentation are determined in consultation with the content author / presenter
		2.2	Presentation requirements in terms of supporting documents, transparencies and equipment are identified
		2.3	Slide, notes and handout masters are designed to incorporate organisational and task requirements in relation to image and preferred style/s
		2.4	Software functions are utilised for consistency of design and layout to meet identified presentation requirements
		2.5	Presentation features are balanced for visual impact and emphasis
		2.6	Presentations are prepared within designated timelines
3	Produce presentation	3.1	Advanced software features are used to streamline and customise the presentation for different audiences
		3.2	Manuals, user documentation and on-line help are used to overcome problems with design and production
		3.3	Presentation is checked for spelling, consistency and style in accordance with task requirements
		3.4	Presentation is rehearsed to adjust pace and timing in accordance with task requirements
		3.5	Presentation materials are printed in accordance with presenter / audience requirements
		3.6	Presentation is stored, in accordance with organisational requirements and the application exited without information loss/damage

Required Skills and Knowledge

Not applicable.

Evidence Guide

Critical Aspects of Evidence
Integrated demonstration of all elements of competency and their performance criteria
Knowledge of a range of presentation styles / format suitable for different audiences
Selection of available formats to create effective presentations

Underpinning Knowledge*
* At this level the learner must demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas.
Relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination
Organisational guidelines on
Safe work practices
Presentation requirements
Storage of presentation

Effect of design features on readability and appearance of electronic presentations

Underpinning Skills
Keyboarding and computer technology skills
Literacy skills: for reading and understanding the organisation's procedures; using screen layout to support text structure
Proofreading and editing: checking own work and rereading for accuracy against author's requirements
Communication including questioning and clarifying
Numeracy skills for calculating text and object placement
Problem solving skills
Ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities

Resource Implications
The learner and trainer should have access to appropriate documentation and resources normally used in the workplace

Consistency of Performance
In order to achieve consistency of performance, evidence should be collected over a set period of time which is sufficient to include dealings with an appropriate range and variety of situations

Context/s of Assessment
Competency is demonstrated by performance of all stated criteria, including paying particular attention to the critical aspects and the knowledge and skills elaborated in the Evidence Guide, and within the scope as defined by the Range Statement
Assessment must take account of the endorsed assessment guidelines in the Business Services Training Package
Assessment of performance requirements in this unit should be undertaken in an actual workplace or simulated environment
Assessment should reinforce the integration of the key competencies and the business services common competencies for the particular AQF level. Refer to the Key Competency Levels at the end of this unit

Key Competency Levels

Collecting, **analysing and organising information** - to determine the content and organisational requirements of presentations
Communicating ideas and information - through well-designed visual presentations
Planning and organising activities - to prepare and rehearse presentations
Working with teams and others - to identify speaker / presenter requirements
Using mathematical ideas and techniques - to design a spatially balanced layout
Solving problems - through the use of manuals and on-line help
Using technology - to create electronic presentations
Please refer to the Assessment Guidelines for advice on how to use the Key Competencies

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Range Statement

Legislation, **codes and national standards relevant to the workplace which may include**:
award and enterprise agreements and relevant industrial instruments
relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination
relevant industry codes of practice

Organisational policy and procedures may include:
log-on procedures
password protection
storage / location of data
standard formats
author's instructions
use of templates

Ergonomic requirements may include:
workstation height and layout
chair height, seat and back adjustment
footrest
screen position
keyboard and mouse position
posture
avoiding radiation from computer screens
lighting
noise minimisation

Work organisation may include:
mix of repetitive and other activities
rest periods
exercise breaks

Conservation techniques may include
double-sided paper use
re-used paper for rough drafts (observing confidentiality requirements)
recycling used and shredded paper
utilising power-save options for equipment

Mode of presentation may include:
speaker
self-running presentation
available for browsing by individuals
presentation conference
on-line / Internet / intranet
display on one computer, control from another

Presentation requirements may include:
overhead transparencies
35mm slides
world wide web documents
speaker notes
handouts
outlines

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paper printouts of presentation / slide show
computer equipment and peripherals for on-screen presentation
data show
video projectors
laptop computer
overhead projector
slide projector
Internet access
network access
digital pointer
annotation pen

Organisational requirements may include:

corporate image
company logo
company colour scheme
music
organisation name, time, date, occasion etc in header / footer
organisational video clip

Software functions may include:

slide master
handout master
notes master
creating templates
placeholders
colour schemes
importing outlines from other applications

Presentation features may include:

headlines / titles
text content
logos
pictures
charts
graphics
illustrations
objects
animation
sound
music
video clips
transitions
timing
pace

Designated timelines may include:

timeline agreed with supervisor/person requiring presentation
timeline agreed with internal/external client
organisation timeline eg conference deadline requirements

Distractions may include:

too many words / pictures per slide

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overuse of sound

irrelevant animation

multiple transitions

heavy colour

Advanced software features may include:

agenda slides

presentation within a presentation - custom show

Pace may be:

too fast

too slow

Timing is:

time for slide show plus speaker (if any) plus audience input

Presentation materials may include:

overhead transparencies

35mm slides

world wide web documents

speaker notes

handouts

outlines

paper printouts of presentation / slide show

Storage of presentations may include:

storage in folders / sub-folders

storage on hard/floppy disk drives, CDROM, tape backup

organisation policy for backing up files

organisation policy for filing hard copies

filing locations

security

authorised access

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Unit Sector(s)

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