Australian Government

Department of Education, Employment and Workplace Relations

# BSBITU302A Create electronic presentations

Release: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

## BSBITU302A Create electronic presentations

## Modification History

## Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to design and produce electronic presentations for speakers, for self access and for online access.
No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
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## Application of the Unit

This unit applies to individuals employed in a range of work environments who design electronic presentations. They may work as individuals providing administrative support within an enterprise, or may be responsible for production of their own electronic presentations.
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## Licensing/Regulatory Information

Refer to Unit Descriptor

## Pre-Requisites

## Employability Skills Information

This unit contains employability skills.
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# Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

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# Elements and Performance Criteria

## Elements and Performance Criteria

| Element | Performance Criteria |
|---|---|
| 1    Prepare to create presentation | 1.1   Organise personal work environment in accordance with **ergonomic requirements** |
| | 1.2   Determine purpose, audience and **mode of presentation** in consultation with content author or presenter |
| | 1.3   Identify **presentation requirements** in terms of supporting documents, transparencies and equipment |
| | 1.4   Apply **work organisation strategies** and **energy and resource conservation techniques** to plan work activities |
| 2    Create presentation | 2.1   Design slides, notes and handout masters to incorporate **organisational and task requirements** in relation to image and preferred style, avoiding **distractions** |
| | 2.2   Use **software functions** for consistency of design and layout, to meet identified presentation requirements |
| | 2.3   Balance **presentation features** for visual impact and emphasis |
| | 2.4   Use **advanced software features** to streamline and customise the presentation for different audiences |

| | 2.5 | Prepare presentations within **designated time lines** |

| 3 | Finalise presentation | 3.1 | Use manuals, user documentation and online help to overcome problems with design and production |
| | | 3.2 | Check presentation for spelling, consistency in presentation features and style, in accordance with task requirements |
| | | 3.3 | Print **presentation materials** in accordance with presenter or audience requirements |
| | | 3.4 | **Store presentation,** in accordance with organisational requirements and exit the application without information loss or damage |

# Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

**Required skills**

communication skills to clarify requirements of documents

keyboarding skills to enter text and numerical data

literacy skills to read and understand organisational procedures, to use screen layout to support text structure, and to proofread and edit documents

problem-solving skills to use processes flexibly and interchangeably.

**Required knowledge**

key provisions of relevant legislation from all forms of government, standards and codes that may affect aspects of business operations, such as:

anti-discrimination legislation

ethical principles

codes of practice

privacy laws

occupational health and safety

effect of design features on readability and appearance of electronic presentations.

# Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

**Overview of assessment**

| | |
|---|---|
| **Critical aspects for assessment and evidence required to demonstrate competency in this unit** | Evidence of the following is essential: creating at least two electronic presentations |
| **Context of and specific resources for assessment** | Assessment must ensure: access to an actual workplace or simulated environment access to office equipment and resources access to examples of electronic presentations and style guides. |
| **Method of assessment** | A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate review of presentation materials demonstration of techniques oral or written questioning to assess knowledge of word processing software functions. |
| **Guidance information for assessment** | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: other business services units. |

# Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

| | |
|---|---|
| **Ergonomic requirements** may include: | avoiding radiation from computer screens |
| | chair height, seat and back adjustment |
| | document holder |
| | footrest |
| | keyboard and mouse position |
| | lighting |
| | noise minimisation |
| | posture |
| | screen position |
| | workstation height and layout |
| **Mode of presentation** may include: | available for browsing by individuals |
| | display on one computer, control from another |
| | online, internet, intranet |
| | conference presentation |
| | self-running presentation |
| | speaker |
| **Presentation requirements** may include: | 35 mm slides |
| | annotation pen |
| | computer equipment and peripherals for on-screen presentation |
| | data show |
| | digital pointer |
| | handouts |
| | internet access |
| | laptop computer |

network access

outlines

overhead projector

overhead transparencies

paper printouts of presentation or slide show

slide projector

speaker notes

video projector/s

world wide web documents

**Work organisation strategies** may include:

exercise breaks

mix of repetitive and other activities

rest periods

**Energy and resource conservation techniques** may include:

double-sided paper use

recycling used and shredded paper

re-using paper for rough drafts (observing confidentiality requirements)

using power-save options for equipment

**Organisational and task requirements** may include:

company colour scheme

company logo

corporate image

music

organisation name, time, date, occasion etc. in header/footer

organisational video clip

**Distractions** may include:

heavy colour

insufficient colour separation (background to text)

irrelevant animation

multiple transitions

overly busy background

overuse of sound

too many words or pictures per slide

too small fonts

| | |
|---|---|
| **Software functions** may include: | backgrounds |
| | colour schemes |
| | creating templates |
| | handout master |
| | importing outlines from other applications |
| | importing images and graphics |
| | notes master |
| | placeholders |
| | slide master |
| **Presentation features** may include: | animation |
| | charts |
| | graphics |
| | headlines or titles |
| | illustrations |
| | logos |
| | music |
| | objects |
| | pace |
| | pictures |
| | sound |
| | text content |
| | timing |
| | transitions |
| | video clips |
| **Advanced software features** may include: | agenda slides |
| | presentation within a presentation - custom show |
| **Designated time lines** may include: | organisational time line e.g. conference deadline requirements |
| | timeline agreed with internal or external client |
| | timeline agreed with supervisor or person requiring presentation |

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| | |
|---|---|
| **Presentation materials** may include: | handouts |
| | outlines |
| | overhead transparencies |
| | paper printouts of presentation/slide show |
| | speaker notes |
| | 35 mm slides |
| | world wide web documents |
| **Storing presentations** may include: | authorised access |
| | filing locations |
| | organisational policy for backing up files |
| | organisational policy for filing hard copies |
| | security |
| | storage in folders or sub-folders |
| | storage on disk drives, USB, CD-ROM, backup tapes, server |

# Unit Sector(s)

empty
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# Competency field

Information and Communications Technology - IT Use
Information and Communications Technology - IT Use