



Australian Government

Department of Education, Employment and Workplace Relations

ICAU2013B Integrate commercial computing packages

Release: 1

ICAU2013B Integrate commercial computing packages

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	<p>This unit defines the competency required to manipulate, convert and integrate data between different two or more commercial software applications.</p> <p>There may be benefit in concurrent learning of the following unit:</p> <ul style="list-style-type: none"> • ICAU2006B Operate computing packages <p>The following units are linked and form an appropriate cluster:</p> <ul style="list-style-type: none"> • ICAD2012B Design organisational documents using computing packages • ICAU2006B Operate computing packages <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.</p>
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		
	ICAU1128B	Operate a personal computer

Employability Skills Information

Employability skills	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

ELEMENT	PERFORMANCE CRITERIA
1. Determine work requirements	1.1. Identify the requirement of the task 1.2. Select appropriate <i>software</i> and file formats
2. Produce required data/documents to new format	2.1. Create a mailing list using a database, spreadsheet or address book, and merge mailing list with another document 2.2. Use a conversion tool of a <i>software application package</i> to convert data from one <i>format</i> to another to enable additional work on the converted data 2.3. Save data to a new file <i>format</i> 2.4. Import <i>objects</i> from another <i>software application package</i> and modify as required to produce a required outcome 2.5. Export data to another <i>software application package</i> to produce a required outcome 2.6. Create a link between one <i>software application package</i> and another, and use this to update information to a document
3. Save and retrieve data with the aid of help functions	3.1. Save data to <i>disk</i> 3.2. Convert data to a new file <i>format</i> 3.3. Re-access data and check information 3.4. Obtain organisational documentation, such as procedures, manuals and guides and use when appropriate 3.5. Save data to <i>disk</i> 3.6. Access user help documentation or other resources for basic difficulties with <i>software application package</i>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- Reading and general comprehension of technical manuals
- Basic analytical skills for known problems in routine procedures

REQUIRED SKILLS AND KNOWLEDGE

- Problem solving skills in regard to known problems in routine processes
- Use of commercial computing packages and integration of those packages
- Clear and precise communication with team members and supervisors

Required knowledge

- General understanding of features and functions of commercial computing packages
- Software packages used by the organisation
- Use of input/output devices
- Current business practices in relation to preparing reports
- Importing/exporting functions, linking documents

Evidence Guide

EVIDENCE GUIDE	
<p>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.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> Assessment must verify the ability to manipulate, convert and integrate data between commercial application software. <p>To demonstrate competency in this unit the person will require access to:</p> <ul style="list-style-type: none"> Personal computer Basic software Document or information containing data suitable for use with multiple computing packages
Context of and specific resources for assessment	<p>An individual demonstrating this competency, may use pre-existing data (e.g. documents, spreadsheet data, data from database tables) or create new data when integrating the application packages.</p> <p>The breadth, depth and complexity of knowledge and skills in this competency would prepare a person to perform in a range of varied activities or knowledge applications where there is a clearly defined range of contexts in which the choice of actions required is usually clear. There would generally be limited complexity in the range of operations to be applied.</p> <p>Assessment must ensure:</p> <ul style="list-style-type: none"> Performance of a prescribed range of functions involving known routines and procedures and some accountability for the quality of outcomes would be characteristic. Applications may include some complex or non-routine activities involving individual responsibility or autonomy and/or collaboration with

EVIDENCE GUIDE	
	others as part of a group or team.
Method of assessment	<p>The purpose of this unit is to define the standard of performance to be achieved in the workplace. In undertaking training and assessment activities related to this unit, consideration should be given to the implementation of appropriate diversity and accessibility practices in order to accommodate people who may have special needs. Additional guidance on these and related matters is provided in ICA05 Section 1.</p> <ul style="list-style-type: none"> • Competency in this unit should be assessed using summative assessment to ensure consistency of performance in a range of contexts. This unit can be assessed either in the workplace or in a simulated environment. However, simulated activities must closely reflect the workplace to enable full demonstration of competency. • Assessment will usually include observation of real or simulated work processes and procedures and/or performance in a project context as well as questioning on underpinning knowledge and skills. The questioning of team members, supervisors, subordinates, peers and clients where appropriate may provide valuable input to the assessment process. The interdependence of units for assessment purposes may vary with the particular project or scenario.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> • ICAD2012B Design organisational documents using computing packages • ICAU2006B Operate computing packages <p>An individual demonstrating this competency would be able to:</p> <ul style="list-style-type: none"> • Demonstrate basic operational knowledge in a moderate range of areas • Apply a defined range of skills • Apply known solutions to a limited range of

EVIDENCE GUIDE

	<p>predictable problems</p> <ul style="list-style-type: none"> • Perform a range of tasks where choice between a limited range of options is required • Assess and record information from varied sources • Communicate with team members to clarify job requirements • Take limited responsibility for own outputs in work and learning • Maintain knowledge of industry products and services
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Range Statement**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.

<i>Software</i> may include but is not limited to:	<ul style="list-style-type: none"> • commercial software applications • organisation-specific software
<i>Software application package</i> may include but is not limited to:	<ul style="list-style-type: none"> • database package • spreadsheet package • email package • word package • graphics package
<i>Format</i> may include:	<ul style="list-style-type: none"> • saving the document as another type of document such as: HTML, XML, comma separated values or text
<i>Objects</i> may include:	<ul style="list-style-type: none"> • other documents • pictures • graphics • sound
<i>Disk</i> may include but is not limited to:	<ul style="list-style-type: none"> • diskettes (floppy disks) • CDs • CD-RW (Compact Discs-Read Write)

RANGE STATEMENT

	<ul style="list-style-type: none">• DVD RW• zip disks• solid state hard drives
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Unit Sector(s)

Unit sector	Use
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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