



Australian Government

ICTICT204 Operate a digital media technology package

Release: 1

ICTICT204 Operate a digital media technology package

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to identify, select and use a digital media package and supporting technologies to produce a variety of media rich documents.

It applies to individuals who may work under supervision within a small to large office environment and have responsibility for completion of designated tasks, using a range of practical skills and basic technical knowledge.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

General ICT

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Use appropriate workplace health and safety (WHS) office work practices	1.1 Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are addressed 1.2 Use wrist rests and document holders where appropriate 1.3 Use monitor anti-glare and radiation reduction screens where appropriate
2. Identify and select appropriate digital media package	2.1 Identify the basic requirements of a design brief, including user environment 2.2 Research and review suitable available digital media packages

ELEMENT	PERFORMANCE CRITERIA
	2.3 Select an appropriate digital media package to meet design brief requirements
3. Use digital media package	3.1 Procure or create suitable data to meet requirements of the brief 3.2 Manipulate data using digital media package tools 3.3 Ensure naming and storing of documents in appropriate file format in directories or folders
4. Review digital media design	4.1 Evaluate design for creative, dramatic and technical quality, file size, and suitability to meet the brief 4.2 Test and run any incorporated graphics, video or sound as part of a digital media presentation and present designs in the appropriate format 4.3 Review final product against design brief

Foundation Skills

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

Skill	Performance Criteria	Description
Reading	2.1, 2.2, 3.1, 3.3, 4.3	<ul style="list-style-type: none"> Recognises and interprets textual and diagrammatic information to select appropriate digital media packages Interprets systems related icons, text and diagrams
Writing	3.1-3.3	<ul style="list-style-type: none"> Enters written and verbally received information and data into a format suitable for the digital media package Selects vocabulary, syntax, terminology, labelling and naming conventions to meet program and design requirements
Numeracy	3.1, 3.2	<ul style="list-style-type: none"> Adds and subtracts whole numbers, fractions and decimals to calculate time, audio output, graphic dimensions and file size
Navigate the world of work	1.1	<ul style="list-style-type: none"> Takes some personal responsibility for adherence to legal and regulatory requirements
Get the work done	1.1-1.3, 2.1- 2.3, 3.1-3.3, 4.2	<ul style="list-style-type: none"> Follows routine procedures for using digital technology to enter, store and retrieve information directly relevant

		<p>to role</p> <ul style="list-style-type: none"> • Understands purposes, specific functions and key features of common digital systems and tools, and operates them effectively to complete routine tasks, adapting some functions to improve personal efficiency • Plans routine tasks with familiar goals and outcomes, taking some limited responsibility for decisions regarding sequencing
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTICT204 Operate a digital media technology package	ICAICT204A Operate a digital media technology package	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>