



Australian Government

ICTICT215 Operate digital media technology packages

Release: 1

ICTICT215 Operate digital media technology packages

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 6.0.

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 work under supervision within a small to large office environment and have responsibility in completing 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. Prepare to operate a digital media package	1.1 Set up workstation according to work health and safety standards and organisational requirements 1.2 Identify requirements of design brief and user environment 1.3 Determine required digital media package 1.4 Determine required data set according to task requirements
2. Operate digital media package	2.1 Manipulate and adapt data according to task requirements 2.2 Incorporate graphics, moving images and sound according to task requirements 2.3 Name and save document in file and folder
3. Review digital media design	3.1 Test digital media presentation incorporated graphics, moving images and sound

ELEMENT	PERFORMANCE CRITERIA
	3.2 Present digital media package to required personnel 3.3 Seek and respond to digital media package presentation feedback from required personnel 3.4 Review final product against design brief and obtain final sign off from required personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Numeracy	<ul style="list-style-type: none"> Adds and subtracts whole numbers, fractions and decimals in calculating time, audio output, graphic dimensions and file size
Oral communication	<ul style="list-style-type: none"> Uses plain English, listening and questioning techniques Presents information to audience using tone, grammar and syntax
Reading	<ul style="list-style-type: none"> Interprets textual and diagrammatic information Interprets systems related icons, text and diagrams
Writing	<ul style="list-style-type: none"> Enters written and verbally received information and data into a format required by digital media package Selects vocabulary, syntax, terminology, labelling and naming conventions in program and design requirements
Planning and organising	<ul style="list-style-type: none"> Plans routine tasks with goals and outcomes, taking some limited responsibility in decisions regarding sequencing
Self-management	<ul style="list-style-type: none"> Takes personal responsibility in adhering to legal and regulatory requirements Follows routine procedures in using digital technology and enters, stores and retrieves information directly applicable to own role
Technology	<ul style="list-style-type: none"> Identifies and evaluates purposes, specific functions and key features of basic digital systems and tools Operates basic digital systems and tools in completing routine tasks and adapting some functions

Unit Mapping Information

Supersedes and is equivalent to ICTICT204 Operate a digital media technology package.

Links

Companion Volume Implementation Guide is found on VETNet -

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