



**Australian Government**

# **Assessment Requirements for ICTICT312**

## **Use advanced features of applications**

**Release: 1**

# Assessment Requirements for ICTICT312 Use advanced features of applications

## Modification History

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

## Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- use at least three different computer applications employing advanced features and import and export capacities
- solve at least three routine problems using support resources.

## Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- advanced features and functions of applicable industry standard application software, keyboard shortcuts and features
- vendor applications, directions and their features
- methods of data transferral between applications
- organisational procedures applicable to using advanced features of applications
- available support resources for technical support and troubleshooting.

## Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- industry standard applications with advanced features and their functions
- documents and information containing data required in demonstrating advanced features of applications
- support resources, including online, manuals and training booklets.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

## Links

Companion Volume Implementation Guide is found on VETNet -

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