



Australian Government

Assessment Requirements for ICTICT409 Develop macros and templates for clients using standard products

Release: 1

Assessment Requirements for ICTICT409 Develop macros and templates for clients using standard products

Modification History

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

Performance Evidence

Evidence of the ability to:

- determine client needs and specifications for macros and templates
- develop a variety of macros and templates using at least two industry recognised application packages
- provide support to the client for utilising the macros and templates.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline features and functions of particular categories of commercial computing packages, in particular procedures for:
 - creating macros and using default templates supplied by the software application package
 - creating new macros and templates
- identify functions and features of the operating system
- identify features and functions of software and hardware supported by the organisation.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the general information and communications technology (ICT) industry, and include access to:

- documents detailing organisational policies
- a personal computer where software installation may be performed
- internet connection
- networked computers
- server and workstation hardware and software

- style guides and design brief
- technical documentation and installation manuals
- use of software currently used in industry.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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