



Australian Government

**Assessment Requirements for ICTICT436
Develop macros and templates for clients
using standard products**

Release: 1

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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:

- develop at least two macros and two templates using at least two industry recognised software application packages.

In the course of the above, the candidate must:

- determine client needs and specifications
- document process according to organisational procedures.

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:

- features and functions of industry standard categories of commercial computing packages, including procedures for:
 - creating macros and using default templates supplied by the software application package
 - creating new macros and templates
- features and functions of software and hardware used for developing macros and templates supported by the organisation
- organisational procedures applicable to developing macros and templates.

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:

- documents detailing organisational policies
- internet connection
- workstation hardware and software
- style guides and design brief
- technical documentation
- use of industry standard software applicable to developing macros and templates.

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>