



Australian Government

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.

Application

This unit describes the skills and knowledge required to develop macros and templates for clients using industry recognised software applications.

It applies to individuals working in an office environment, who achieve a degree of self-sufficiency as an advanced Information and Communications technology (ICT) user, and who support software applications activities in the workplace.

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. Determine macro and template requirements	1.1 Identify organisational macro and template requirements according to organisational policies and guidelines 1.2 Determine macro and template specifications for software application use 1.3 Determine documentation requirements 1.4 Confirm macro and template specifications align to organisational requirements, policies and procedures with required personnel
2. Develop macro and template	2.1 Create macro and template using required software application according to specifications

ELEMENT	PERFORMANCE CRITERIA
	2.2 Present macro and template to required personnel 2.3 Seek feedback from required personnel 2.4 Update and amend macro and template as required
3. Finalise macro and template	3.1 Document support and instruction requirements according to organisational requirements and guidelines 3.2 Provide documentation to required personnel 3.3 Obtain final task sign off from required personnel

Foundation Skills

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

SKILL	DESCRIPTION
Oral communication	<ul style="list-style-type: none"> Articulates using industry standard, technical language and plain English to convey ideas and seek feedback
Reading	<ul style="list-style-type: none"> Reviews a range of written and online texts to identify organisational guidelines and requirements applicable to job role
Writing	<ul style="list-style-type: none"> Develops macros using industry standard macro terminology, syntax and conventions Develops templates using organisational guidelines for terminology, to address format, logos and document structure Uses plain English and technical terminology to comply with documentation requirements and develop support documentation
Teamwork	<ul style="list-style-type: none"> Identifies requirements of communication exchanges, selecting channels, format, tone and content to suit purpose and audience
Planning and organising	<ul style="list-style-type: none"> Demonstrates responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency
Problem solving	<ul style="list-style-type: none"> Demonstrates responsibility for addressing predictable problems in familiar work contexts
Self-management	<ul style="list-style-type: none"> Follows explicit and implicit protocols and meets expectations applicable to own role
Technology	<ul style="list-style-type: none"> Identifies purposes, specific functions and key features of common digital systems and tools, and operates them to complete routine tasks

Unit Mapping Information

Supersedes and is equivalent to ICTICT409 Develop macros and templates for clients using standard products.

Links

Companion Volume Implementation Guide is found on VETNet -

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