



Australian Government

BSBITU302 Create electronic presentations

Release: 1

BSBITU302 Create electronic presentations

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to design and produce electronic presentations for speakers, for self access and online access.

It applies to individuals employed in a range of work environments who design electronic presentations. They may work as individuals providing administrative support within an enterprise, or may be responsible for production of their own electronic presentations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Information and Communications Technology – IT Use

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 create presentation	1.1 Organise personal work environment in accordance with ergonomic requirements 1.2 Determine purpose, audience and mode of presentation in consultation with content author or presenter 1.3 Identify presentation requirements in terms of supporting documents and equipment 1.4 Apply work organisation strategies and energy and resource conservation techniques to plan work activities
2. Create presentation	2.1 Design slides, notes and handout masters to incorporate organisational and task requirements in relation to image and

ELEMENT	PERFORMANCE CRITERIA
	preferred style, avoiding distractions 2.2 Use software functions for consistency of design and layout, to meet identified presentation requirements 2.3 Balance presentation features for visual impact and emphasis 2.4 Use advanced software features to streamline and customise presentation for different audiences 2.5 Prepare presentation within designated timeline
3. Finalise presentation	3.1 Use manuals, user documentation and online help to overcome problems with design and production 3.2 Check presentation for spelling and consistency in presentation features and style, in accordance with task requirements 3.3 Print presentation materials in accordance with presenter or audience requirements 3.4 Store presentation, in accordance with organisational requirements and exit application without information loss or damage

Foundation Skills

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

Skill	Performance Criteria	Description
Reading	1.3, 3.1, 3.2, 3.4	Evaluates and integrates information and ideas to construct meaning in an effort to design and create a presentation
Writing	2.1, 2.3-2.5	Communicates relationships between ideas and information in a style appropriate to audience and purpose in accordance with organisational and task requirements
Oral Communication	1.2	Listens to discussions and participates in exchange of information to choose appropriate actions to create presentation
Navigate the world of work	1.1-1.4, 2.1, 2.2, 2.5, 3.2-3.4	Recognises and follows explicit and implicit protocols and meets expectations associated with own role

Interact with others	1.2	Collaborates with others to achieve joint outcomes
Get the work done	1.4, 2.1-2.5, 3.1-3.4	- Uses advanced features within applications to address routine and complex work tasks - Plans and implements routine tasks and workload making limited decisions on sequencing and timing

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBITU302 Create electronic presentations	BSBITU302B Create electronic presentations	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBITU302 Create electronic presentations

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Performance Evidence

Evidence of the ability to:

- adhere to organisational requirements and strategies when creating electronic presentations including:
 - ergonomic requirements
 - energy and resource requirements
- adhere closely to task requirements
 - following designated timelines
 - achieving consistency of design and layout
 - ensuring correct editing and style requirements
- use advanced software features
- communicate effectively with personnel
- print and store presentation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

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

- outline key provisions of relevant legislation, standards and codes that affect aspects of business operations
- explain how design features affect the readability and appearance of electronic presentations.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the information and communications technology – IT use field of work and include access to:

- office equipment and materials
- relevant software applications
- examples of electronic presentations
- style guides.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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