



Australian Government

Assessment Requirements for BSBITU309 Produce desktop published documents

Release: 2

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Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to correct typographical error
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- follow organisational and safe work practices including:
 - ergonomic requirements
 - energy and resource conservation techniques
- adhere to organisational requirements by:
 - ensuring consistency of style and image
 - logically sequencing data
 - producing documents within designated timelines
 - naming and storing documents
- adhere to task requirements when producing documents including:
 - applying consistent formatting
 - using appropriate templates and master pages
 - using correct layouts
- resolve any issues including:
 - formatting issues
 - errors and omissions
 - problems with design or production
- use appropriate data storage options
- apply knowledge of functions and features of contemporary computer applications
- communicate with relevant personal.

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:

- identify energy and resource conservation techniques
- outline organisational requirements for ergonomics, work periods and breaks
- describe contents and purpose of organisational style guides
- explain purposes, uses and functions of desktop publishing software
- outline various formatting styles and their effect on formatting, readability and appearance of documents.

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:

- organisational policies and procedures
- relevant workplace documentation and resources
- industry software packages and user instructions.

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 guides are found in VETNet -

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