



Australian Government

BSBITU312 Create electronic presentations

Release: 1

BSBITU312 Create electronic presentations

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 3.0.

Application

This unit describes the skills and knowledge required to design and produce electronic slide presentations using various applications and platforms.

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 (including furniture and equipment) in accordance with ergonomic requirements 1.2 Identify purpose, audience and mode of presentation in consultation with content author or presenter 1.3 Identify organisational and task requirements relating to supporting documents and equipment 1.4 Select most appropriate application or platform to produce presentation, in accordance with available resources and organisational policies
2. Create presentation	2.1 Plan and prepare slides, notes and handouts according to organisational and task requirements and image and style

ELEMENT	PERFORMANCE CRITERIA
	requirements 2.2 Use application 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 application features to streamline and customise presentation for different audiences 2.5 Prepare presentation within designated timeline 2.6 Use relevant help functions to overcome issues relating to presentation creation, if necessary
3. Finalise presentation	3.1 Check presentation for spelling and consistency in presentation features and style, in accordance with task requirements 3.2 Prepare presentation materials for delivery in accordance with presenter or audience requirements 3.3 Name and store presentation appropriately, in accordance with organisational requirements and exit application without information loss

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	Evaluates and integrates information and ideas to construct meaning in an effort to design and create a presentation
Writing	Communicates relationships between ideas and information in a style appropriate to audience and purpose in accordance with organisational and task requirements
Oral Communication	Listens to discussions and participates in exchange of information to choose appropriate actions to create presentation
Navigate the world of work	Recognises and follows explicit and implicit protocols and meets expectations associated with own role
Interact with others	Collaborates with others to achieve joint outcomes
Get the work done	- 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
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBITU312 Create electronic presentations	BSBITU302 Create electronic presentations	Updated unit elements, performance criteria and assessment requirements	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 BSBITU312 Create electronic presentations

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Performance Evidence

Evidence of the ability to:

- follow correct ergonomic requirements and organisational policies and procedures
- produce electronic presentations that align to task purpose and are appropriate to target audience
- adhere closely to task requirements and organisational policies and procedures relating to:
 - following designated timelines
 - consistency of design and layout
 - editing and style requirements
- use relevant help functions to rectify presentation issues
- produce presentation in appropriate format for review
- communicate effectively with personnel
- store presentation in accordance with organisation policies and procedures relating to data security.

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

Knowledge Evidence

The candidate must be able to demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit, and to manage tasks and reasonably foreseeable contingencies in the context of the work role.

- Key provisions of relevant legislation, standards and codes that affect aspects of business operations
- Key elements of design features and their effect on the readability and appearance of electronic presentations
- Key functions of relevant applications for producing electronic presentations
- Key features of organisational requirements for ergonomics

- Key features of organisational style and presentation guide.

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 digital applications
- examples of electronic presentations
- relevant organisational policies and procedures
- relevant workplace documentation and resources including style guide.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation frameworks and/or standards.

Links

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