



Australian Government

Assessment Requirements for BSBITU313 Design and produce digital text documents

Release: 1

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Modification History

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

Performance Evidence

Evidence of the ability to:

- follow correct ergonomic and conservation requirements, and relevant organisational policies and procedures
- design and produce digital text documents that align to document purpose and are appropriate to target audience
- adhere closely to task requirements and required specifications by:
 - following designated timelines
 - achieving consistency of style and image
 - ensuring correct editing and style requirements
 - adhering to designated timelines
- use application features for intermediate-level document design
- communicate effectively with relevant personnel
- overcome problems by referring to application help functions.

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 elements of intermediate-level formatting styles and their impact on formatting, readability and appearance of documents
- Key strengths and limitations of various word processing applications
- Key features of organisational requirements for ergonomics, work periods and breaks, and conservation techniques
- Key features relating to purpose and contents of organisational style guide.

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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 resources
- relevant word processing applications
- relevant organisational policies and procedures
- examples of correctly formatted text documents
- relevant workplace documentation and resources including style guides and user manuals.

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>