



Australian Government

BSBITU313 Design and produce digital text documents

Release: 1

BSBITU313 Design and produce digital text documents

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 digitally design and develop text-based documents using advanced features of word processing applications/platforms.

It applies to individuals who possess fundamental skills in digital device operation, and basic skills in operation of word processing applications. They may work as individuals who provide administrative support within an enterprise, or may be technical/knowledge experts responsible for production of their own digital documents.

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 produce documents	1.1 Adjust workspace, furniture and equipment to suit user ergonomic environments 1.2 Ensure workspace meets organisational requirements related to work health and safety, and energy and resource conservation, taking into account the type of digital device to be used 1.3 Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required 1.4 Identify organisational and task requirements for text-based business documents to ensure consistency of style and image 1.5 Select most appropriate word processing application to produce

ELEMENT	PERFORMANCE CRITERIA
	document, in accordance with available resources and organisational policies
2. Design documents digitally	2.1 Design document structure and layout to suit purpose, audience and information requirements of task 2.2 Design document to enhance readability and appearance, and to meet organisational and task requirements for style and layout 2.3 Use available application functions to ensure consistency of design and layout, adhering to organisational and task requirements 2.4 Insert a standard table into document, changing cells, columns, and rows as necessary to meet information requirements 2.5 Insert and format visual elements (including, for example, images or icons) to meet organisational and task requirements for style and layout
3. Produce text documents digitally	3.1 Use intermediate-level application functions to enable efficient production of digital text documents 3.2 Enter or import, and edit text and other data to meet task requirements 3.3 Preview, adjust and prepare documents for delivery in accordance with organisational and task requirements 3.4 Name and store document, in accordance with organisational requirements and exit application without information loss/damage 3.5 Deliver document within designated timelines and organisational requirements for speed and accuracy 3.6 Use relevant help functions to overcome intermediate issues with document design and production

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	Recognises and interprets textual information from a range of sources to determine and adhere to requirements
Writing	- Develops documents using required format, accurate spelling and grammar and terminology specific to requirements - Organises content to support purpose and audience of

	material using clear and logical language
Oral Communication	• Uses specific and direct language, and listening and questioning techniques to clarify requirements
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 digital applications to address routine and complex work tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBITU313 Design and produce digital text documents	BSBITU303 Design and produce text documents	Updated title, 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 BSBITU313 Design and produce digital text documents

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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

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