



Australian Government

BSBITU314 Design and produce spreadsheets

Release: 1

BSBITU314 Design and produce spreadsheets

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 develop spreadsheets through the use of both cloud-based and non-cloud based spreadsheet applications.

It applies to individuals employed in a range of environments who tend to be personally responsible for designing and working with spreadsheets under minimal supervision. These individuals are generally required to have intermediate knowledge and understanding of a number of spreadsheet applications.

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. Select and prepare resources	1.1 Identify spreadsheet task purpose and audience 1.2 Identify task requirements in relation to data entry, storage, output, timeline and presentation format 1.3 Select most appropriate application to produce spreadsheet, in accordance with available resources and organisational policies
2. Plan spreadsheet design	2.1 Ensure spreadsheet design suits purpose, audience and information requirements of task 2.2 Ensure spreadsheet design enhances readability and appearance, and meets organisational and task requirements for

ELEMENT	PERFORMANCE CRITERIA
	style and layout 2.3 Use available application functions to ensure consistency of design and layout, adhering to organisational and task requirements
3. Create spreadsheet	3.1 Enter data, check and amend to maintain consistency of design and layout, in accordance with organisational and task requirements 3.2 Format spreadsheet using application functions to adjust page and cell layout to meet information requirements, in accordance with organisational style and presentation requirements 3.3 Ensure formulae are tested and used to confirm output meets task requirements, in consultation with appropriate personnel as required 3.4 Use relevant help functions to overcome intermediate-level issues with spreadsheet design and production
4. Produce intermediate-level charts	4.1 Select chart type and design that that offers analysis of numerical data, and meets organisational and task requirements 4.2 Create charts using appropriate data range in spreadsheet 4.3 Modify chart type and layout using formatting features, adhering to organisational and task requirements
5. Finalise and present spreadsheets	5.1 Review and edit final spreadsheet and any accompanying charts, and prepare for delivery in accordance with task requirements 5.2 Deliver document to relevant audience within designated timelines and in accordance with organisational requirements for speed and accuracy 5.3 Name and store spreadsheet appropriately in accordance with organisational requirements and exit application without data loss/damage

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 numerical and textual information to determine organisational and task requirements

Writing	Inputs numerical and key reporting information when creating and finalising spreadsheets and uses format, layout, style guides and standard naming conventions to organise data according to purpose and audience
Oral Communication	Participates in exchange of information to determine whether formulae utilised produce result required
Numeracy	Uses mathematical equations to create simple formulae and validate numerical data
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 relevant 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
BSBITU314 Design and produce spreadsheets	BSBITU304 Produce spreadsheets	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 BSBITU314 Design and produce spreadsheets

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Performance Evidence

Evidence of the ability to:

- follow correct ergonomic, conservation requirements and relevant organisational and statutory requirements
- produce spreadsheet documents that align to document purpose and appropriate to target audience
- design spreadsheets that address a range of data and organisational requirements
- use software functions, graphics and support materials to create spreadsheets that adhere to organisational requirements relating to style and presentation
- use relevant help functions to rectify intermediate-level document issues
- produce spreadsheet document in appropriate format for review, including ability to create and modify intermediate-level charts that analyse the dataset
- adhere to designated timelines and requirements for high accuracy.

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 appropriate to workplace documents
- Key functions of spreadsheet applications, both cloud-based and non-cloud based
- Key features of organisational guidelines on spreadsheet design and use
- Key features of organisational requirements for ergonomic standards, work periods and breaks, and conservation techniques.

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:

- industry software/applications for producing spreadsheets
- digital device user information
- relevant legislation and codes of practice
- 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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