



Australian Government

BSBITU404 Produce complex desktop published documents

Release: 1

BSBITU404 Produce complex desktop published documents

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to design and produce complex desktop published documents.

This unit applies to individuals employed in a range of work environments who require well-developed skills in desktop publishing. They may be individuals providing administrative support within an enterprise, or others responsible for production of their own 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 desktop published documents	1.1 Use safe work practices including addressing ergonomic requirements and using work organisation strategies 1.2 Use energy and resource conservation techniques 1.3 Identify document purpose, audience, presentation and final output requirements, and clarify with relevant personnel as required 1.4 Identify organisational and task requirements for desktop published documents to ensure consistency of style and image
2. Design desktop	2.1 Design document to enhance readability and appearance,

ELEMENT	PERFORMANCE CRITERIA
published documents	according to organisational and task requirements 2.2 Determine document type and assess production and design requirements 2.3 Set up and use master pages, templates and styles to ensure consistency of design and layout 2.4 Set up colour palettes according to organisational and task requirements
3. Create desktop published documents	3.1 Prepare, format and enter required text 3.2 Import text from other applications and resolve any formatting issues 3.3 Scan or import graphics from other applications and resolve any formatting issues 3.4 Use complex software functions to arrange text and graphics on page, according to organisational and task requirements
4. Finalise desktop published documents	4.1 Ensure pages and combined graphics and text are composed correctly, to suit organisational and task requirements 4.2 Check numerical sequencing and layout of document is correct, to meet binding and finishing requirements 4.3 Incorporate bleed allowance in margins and borders
5. Produce desktop published documents	5.1 Review text for possible errors and omissions, and resolve any issues 5.2 Produce completed document in line with required final output 5.3 Name and store text documents, in accordance with organisational requirements and exit application without information loss/damage 5.4 Prepare text documents within designated timelines and organisational requirements for speed and accuracy 5.5 Use manuals, user documentation and online help to overcome problems with document design and production

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.3, 1.4, 2.1, 2.2, 3.1-3.4, 4.1, 4.2, 4.5, 5.1, 5.2	Evaluates and integrates information and ideas to construct meaning, to design, set up and create a published document, and review final document for possible errors and other issues
Writing	2.1, 2.2, 3.1-3.4, 5.1-5.5	Communicates relationships between ideas and information in a style appropriate to audience and purpose in accordance with organisational and task requirements
Oral Communication	1.3, 1.4	Uses everyday language and listens to short specific instructions to clarify document purpose, audience and presentation requirements with appropriate personnel
Numeracy	4.2, 4.3	Uses basic numeracy calculations to deal with margin bleeding and arranges sequential numerical information during process of finalising document.
Navigate the world of work	1.1, 1.3, 1.4, 2.1-2.4, 3.4, 4.1, 4.2, 5.2-5.4	Recognises and follows explicit and implicit protocols and meets expectations associated with own role
Interact with others	1.3	Collaborates with others to achieve joint outcomes
Get the work done	2.1, 2.3, 2.4, 3.1-3.4, 4.1-4.3, 5.1-5.5	- Recognises and responds to routine problems in context of own work - Uses advanced features within applications to access, store, organise data and perform routine and complex work tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBITU404 Produce complex desktop published documents	BSBITU404A Produce complex desktop published documents	Updated to meet Standards for Training Packages	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 BSBITU404 Produce complex desktop published documents

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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 for:
 - 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 appropriate colour palettes
 - using correct layouts
 - providing bleed allowance
 - meeting binding and finishing requirements
- resolve any issues including:
 - formatting issues
 - errors and omissions
 - problems with design and production.

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:

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

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

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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