



Australian Government

Department of Education, Employment and Workplace Relations

BSBITU303A Design and produce text documents

Revision Number: 1

BSBITU303A Design and produce text documents

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to design and develop predominantly text based documents using advanced features of word processing software. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
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Application of the Unit

Application of the unit	This unit applies to individuals who possess fundamental skills in computer operations and keyboarding, and basic skills in the operation of word processing software. They may work as individuals who provide administrative support within an enterprise, or may be technical/knowledge experts responsible for production of their own word processed documents.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare to produce word processed documents	1.1. Use safe work practices to ensure <i>ergonomic, work organisation, energy and resource conservation requirements</i> are addressed 1.2. Identify <i>document</i> purpose, audience and presentation requirements, and clarify with relevant personnel as required 1.3. Identify <i>organisational</i> and task <i>requirements</i> for text-based business documents to ensure consistency of style and image
2. Design word processed documents	2.1. <i>Design</i> document <i>structure and layout</i> to suit purpose, audience and information requirements of the task 2.2. Design document to enhance readability and appearance, and to meet organisational and task requirements for style and layout 2.3. Use style sheets and <i>automatic functions</i> to ensure <i>consistency of design and layout</i>
3. Add tables and other data	3.1. Insert a standard table into a document, changing cells to meet information requirements 3.2. Insert and delete columns and rows as necessary 3.3. Insert images and other <i>data</i> to meet required specifications
4. Produce text documents	4.1. Use <i>advanced software functions</i> to enable efficient production of documents 4.2. Enter or import, and edit text and other data to meet required specifications 4.3. Preview, adjust and <i>print</i> documents in accordance with organisational and task requirements 4.4. <i>Name and store</i> text documents, in accordance with organisational requirements and exit the application without information loss/damage 4.5. Prepare text documents within <i>designated time lines</i> and organisational requirements for speed and accuracy 4.6. Use manuals, user documentation and online help to overcome problems with document design and production

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to clarify requirements of documents
- editing and proofreading skills to check own work for accuracy against original
- keyboarding skills to enter text and numerical data
- literacy skills to read and understand the organisation's procedures, and to use models to produce a range of documents
- problem-solving skills to use processes flexibly and interchangeably.

Required knowledge

- formatting styles and their impact on formatting, readability and appearance of documents
- organisational requirements for ergonomics, work periods and breaks, and conservation techniques
- organisational style guide
- purposes, uses and functions of word processing software.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- applying document design principles
- knowledge of organisation's style guide
- production of a minimum of three text documents using advanced software functions.

Context of and specific resources for assessment

Assessment must ensure:

- access to an actual workplace or simulated environment
- access to office equipment and resources
- access to examples of text documents and style guides.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- demonstration of techniques
- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- oral or written questioning to assess knowledge of word processing software functions
- review of text documents.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- BSBWRT301A Write simple documents
- general administration units
- other IT use units.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Ergonomic requirements may include:

- avoiding radiation from computer screens
- chair height, seat and back adjustment
- document holder
- footrest
- keyboard and mouse position
- lighting
- noise minimisation
- posture
- screen position
- workstation height and layout

Work organisation requirements may include:

- exercise breaks
- mix of repetitive and other activities
- rest periods

Energy and resource conservation requirements may include:

- double-sided paper use
- recycling used and shredded paper
- re-using paper for rough drafts (observing confidentiality requirements)
- using power-save options for equipment

Documents may include:

- brochures
- calendars
- faxes
- flyers
- forms
- mail merge documents, including labels
- memos
- multi-page letters
- promotional material
- reports
- schedules
- tables

Organisational requirements may include:

- company colour scheme
- company logo

RANGE STATEMENT	
	• consistent corporate image • content restrictions • established guidelines and procedures for document production • house styles • observing copyright legislation • organisation name, time, date, document title, filename, etc. in header/footer • templates
<i>Design</i> may include:	• balance • diversity • relative positioning of graphics and headings • simplicity • text flow • typography
<i>Structure and layout</i> may include:	• boxes • colour • columns • drawing • graphics • headings • letter and memo conventions • page layout • photographs • typeface • white space
<i>Automatic functions</i> may include:	• auto correct • auto date • auto format • auto text • default settings • headers and footers • page numbering • styles • table headings
<i>Consistency of design and layout</i> may include:	• annotated references • borders • bullet/number lists • captions • consistency with other business documents

RANGE STATEMENT	
	• footnotes/endnotes • indentations • page numbers • spacings • typeface styles and point size
Data may include:	• clip art • data from other software applications • digital photographs • files • graphics • quotes • references • scanned photographs and logos • tables, graphs and charts
Advanced software functions may include:	• alternate headers and footers • drawing tools • graphics tools • importing data/objects/pictures • mail merge • newspaper columns • sections • sort • styles • tables • templates
Printing may include:	• print merge • print to file • with comments • with drawing objects • with field codes • with hidden text
Naming and storing documents may include:	• authorised access • file names according to organisational procedure e.g. numbers rather than names • file names which are easily identifiable in relation to the content • file/directory names which identify the operator, author, section, date • filing locations • organisational policy for backing up files,

RANGE STATEMENT	
	storage in folders/sub-folders - organisational policy for filing hard copies of documents - security/password protection - storage on hard/floppy disk drives, CD-ROM, tape back-up
Designated time lines may include:	- organisational time line e.g. deadline requirements - time line agreed with internal/external client - time line agreed with supervisor/person requiring document

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Information and Communications Technology - IT Use
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Co-requisite units

Co-requisite units		