



Australian Government

Assessment Requirements for ICTICT102 Operate word-processing applications

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- follow organisational ergonomic work health and safety (WHS) requirements and practices
- create, open and retrieve documents using customised basic settings
- format documents by creating tables and adding text, objects and images
- save and prints documents.

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:

- describe formatting styles and their effect on formatting, readability and appearance of documents
- identify organisational requirements for ergonomics, including work periods and breaks
- select organisational style guide to use
- outline purpose, use and function of word-processing software.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the general information and communications technology (ICT) industry, and include access to:

- a personal computer and printer
- word-processing software currently used in industry

- documents detailing organisational style guide or policy and work health and safety (WHS) requirements
- data suitable for use with word-processing packages.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>