



Australian Government

Assessment Requirements for ICTICT106 Operate presentation packages

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:

- create, format and prepare presentations for distribution and display
- customise basic settings
- add slide show effects.

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:

- list basic technical terminology to read help files and prompts
- outline the different types of:
 - formal and informal presentations
 - audience
- explain the effect of design and formatting on the readability and usability of presentations
- outline presentation pitfalls
- identify suitable presentation effects for different audiences.

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 (PC) and printer
- presentation software currently used in industry
- documents detailing organisational style guide and policy.

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>