



Australian Government

ICTICT207 Integrate commercial computing packages

Release: 1

ICTICT207 Integrate commercial computing packages

Modification History

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

Application

This unit describes the skills and knowledge required to manipulate, convert and integrate data between two or more different commercial software applications.

It applies to individuals who require foundation skills and knowledge to use information and communications technology (ICT) in any ICT business or office environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

General ICT

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. Determine work requirements	1.1 Identify the task requirement 1.2 Select appropriate software and file formats to perform required work 1.3 Obtain organisational documentation, such as procedures, manuals and guides, and use when appropriate
2. Integrate data across different software application packages	2.1 Create a mailing list using a database, spreadsheet or address book, and merge mailing list with another document 2.2 Use software application package conversion tool to convert data from one format to another to enable additional work on the converted data 2.3 Save data to a new file format

ELEMENT	PERFORMANCE CRITERIA
	2.4 Import objects from another software application package and modify as required to produce a required outcome 2.5 Export data to another software application package to produce a required outcome 2.6 Create a link between one software application package and another, and use this to update information to a document
3. Save and retrieve data with the aid of help functions	3.1 Save data to disk 3.2 Convert data to a new file format 3.3 Re-access data and check information 3.4 Access user help documentation or other resources for basic difficulties with software application package

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	1.1, 1.3, 3.4	Recognises and interprets text with ICT specific terminology to determine task requirements, organisational guidelines and use application software
Oral Communication	1.1, 3.4	Uses effective listening and questioning techniques to elicit information about task requirements to resolve basic difficulties
Navigate the world of work	1.3	Generally follows the explicit protocols immediately related to role
Get the work done	1.1, 1.2, 2.1- 2.3, 2.5, 2.6, 3.1-3.3, 3.4	- With assistance, determines priorities and sequences the steps involved in clearly defined, familiar tasks, and identifies and assembles the resources required - Recognises and responds to predictable routine problems related to role in the immediate work context - Understands the purpose and specific functions of common digital tools used in work contexts - Follows routine procedures for using digital

		technology to enter, store and retrieve information directly relevant to role
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTICT207 Integrate commercial computing packages	ICAICT207A Integrate commercial computing packages	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=a53af4e4-b400-484e-b778-71c9e9d6aff2>

Assessment Requirements for ICTICT207 Integrate commercial computing packages

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Performance Evidence

Evidence of the ability to:

- select appropriate software and file formats
- create mailing list and merge with another document
- manipulate and integrate data between commercial application software following organisational procedures.

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 current business practices related to preparing reports
- identify features and functions of commercial computing packages
- identify import and export software functions
- outline processes for linking documents
- outline workplace health and safety (WHS) principles and responsibilities for ergonomics
- identify software packages used by the organisation
- outline strategies for integrating commercial computing packages
- outline the use of input and output devices.

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

- software currently used in industry
- documents detailing organisational style guide and policy
- documents or information containing data suitable for use with multiple computing packages.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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