



Australian Government

ICTICT214 Operate application software packages

Release: 2

ICTICT214 Operate application software packages

Modification History

Release	Comments
Release 2	This version first released with the Information and Communications Technology Training Package Version 8.0. Minor typographical correction in Knowledge Evidence.
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 6.0.

Application

This unit describes the skills and knowledge required to identify, select and operate commercial software packages, including a word-processing and a spreadsheet application package.

It applies to individuals who utilise different software applications within a small to large office environment to produce diverse documents.

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. Prepare to operate software packages	1.1 Set up workstation according to work health and safety standards and organisational requirements 1.2 Determine word-processing software task requirements 1.3 Determine spreadsheet software task requirements 1.4 Determine software application according to task requirements 1.5 Identify document purpose, audience and presentation requirements and clarify with required personnel

ELEMENT	PERFORMANCE CRITERIA
2. Use word-processing software	2.1 Identify document purpose, audience and presentation requirements and clarify with required personnel 2.2 Determine text-based business document style guide requirements 2.3 Finalise documents using software and technical functions and formatting according to task requirements 2.4 Name, save and print to a Portable Document Format (PDF) according to task requirements
3. Use spreadsheet software	3.1 Identify document purpose, audience and presentation requirements and clarify with personnel as required 3.2 Enter formulas and functions and customise spreadsheet settings according to task requirements 3.3 Name, save and print to PDF document according to task requirements
4. Use third application software package	4.1 Select software application package according to task requirements 4.2 Determine purpose, audience and presentation requirements 4.3 Use technical functions, other data and formatting to finalise document 4.4 Name, save and print to PDF document according to task requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Numeracy	• Adds, subtracts, multiplies and divides whole numbers and decimals, identifying and selecting formulas and functions to use • Applies order of operations in calculations
Oral communication	• Clarifies work requirements using required language, questioning and active listening techniques
Reading	• Interprets textual information and determines organisational standards and job requirements • Identifies and applies symbols, icons and text associated with applications software
Writing	• Enters both written and verbally received information and data into a format applicable to software application

Skill	Description
	• Selects vocabulary, syntax, terminology, labelling and naming conventions applicable to program
Planning and organising	• Plans routine tasks with goals and outcomes, taking some limited responsibility in decisions regarding sequencing
Self-management	• Follows routine procedures in using digital technology and enters, stores and retrieves information directly applicable to own role
Technology	• Identifies and evaluates purposes, specific functions and key features of basic digital systems and tools • Operates digital systems and tools in completing routine tasks and adapting some functions

Unit Mapping Information

Supersedes and is equivalent to ICTICT203 Operate application software packages.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for ICTICT214 Operate application software packages

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- produce three workplace documents using three different software packages including word processing, spreadsheets and one additional software application package on at least one occasion.

In the course of the above, the candidate must:

- apply workplace health and safety (WHS) principles and responsibilities
- follow organisational requirements.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational application software packages
- technical terminology applicable to reading help files and responding to system help prompts
- industry standard business practices applicable to preparing reports
- features and functions of commercial computing packages and of the industry standard software
- functions and features of Portable Document Formats (PDFs)
- import and export software functions
- document linking functions
- WHS principles and responsibilities

- purpose of input and output devices.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- required hardware device
- industry standard software
- documents detailing organisational style guide and policy
- data required in developing software application documents.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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