



Australian Government

ICTICT312 Use advanced features of applications

Release: 1

ICTICT312 Use advanced features of applications

Modification History

Release	Comments
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 use computer applications employing advanced features in the preparation and presentation of data. It involves manipulating data and accessing support resources to solve routine problems.

It applies to individuals who work under minimal supervision and support information technology activities in software applications.

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 use advanced features	1.1 Establish required computer application and task requirements 1.2 Identify advanced features required and confirm with required personnel 1.3 Access vendor documentation for computer applications
2. Manipulate data using advanced features	2.1 Transfer data between applications, linking and embedding required data files 2.2 Create and employ objects and templates in routine activities 2.3 Use keyboard shortcuts and features in computer applications
3. Confirm application features are used to	3.1 Review and establish whether use of advanced features are applicable according to task requirements

full capability	3.2 Seek feedback on use of application according to task requirements
4. Access and use support resources	4.1 Solve task problems using support resources including online help, manuals and training booklets 4.4 Access and apply technical support in addressing system problems, using troubleshooting results and alert messages

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
Oral communication	• Uses listening and questioning techniques to confirm information and discussed identified problems
Reading	• Identifies and interprets a variety of hard copy, online and software generated technical information • Interprets software specific language, syntax and code and applies features and functions of applications when solving problems
Self-management	• Interprets key principles and concepts underpinning the design and operation of digital systems and tools and applies these when troubleshooting existing technology
Problem-solving	• Uses problem-solving techniques to overcome routine problems

Unit Mapping Information

Supersedes and is equivalent to ICTICT308 Use advanced features of computer applications.

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 ICTICT312 Use advanced features of applications

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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:

- use at least three different computer applications employing advanced features and import and export capacities
- solve at least three routine problems using support resources.

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:

- advanced features and functions of applicable industry standard application software, keyboard shortcuts and features
- vendor applications, directions and their features
- methods of data transferral between applications
- organisational procedures applicable to using advanced features of applications
- available support resources for technical support and troubleshooting.

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:

- industry standard applications with advanced features and their functions
- documents and information containing data required in demonstrating advanced features of applications
- support resources, including online, manuals and training booklets.

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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