



Australian Government

ICTICT436 Develop macros and templates for clients using standard products

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 6.0.

Application

This unit describes the skills and knowledge required to develop macros and templates for clients using industry recognised software applications.

It applies to individuals working in an office environment, who achieve a degree of self-sufficiency as an advanced Information and Communications technology (ICT) user, and who support software applications activities in the workplace.

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 macro and template requirements	1.1 Identify organisational macro and template requirements according to organisational policies and guidelines 1.2 Determine macro and template specifications for software application use 1.3 Determine documentation requirements 1.4 Confirm macro and template specifications align to organisational requirements, policies and procedures with required personnel
2. Develop macro and template	2.1 Create macro and template using required software application according to specifications

ELEMENT	PERFORMANCE CRITERIA
	2.2 Present macro and template to required personnel 2.3 Seek feedback from required personnel 2.4 Update and amend macro and template as required
3. Finalise macro and template	3.1 Document support and instruction requirements according to organisational requirements and guidelines 3.2 Provide documentation to required personnel 3.3 Obtain final task sign off from required personnel

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Oral communication	• Articulates using industry standard, technical language and plain English to convey ideas and seek feedback
Reading	• Reviews a range of written and online texts to identify organisational guidelines and requirements applicable to job role
Writing	• Develops macros using industry standard macro terminology, syntax and conventions • Develops templates using organisational guidelines for terminology, to address format, logos and document structure • Uses plain English and technical terminology to comply with documentation requirements and develop support documentation
Teamwork	• Identifies requirements of communication exchanges, selecting channels, format, tone and content to suit purpose and audience
Planning and organising	• Demonstrates responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency
Problem solving	• Demonstrates responsibility for addressing predictable problems in familiar work contexts
Self-management	• Follows explicit and implicit protocols and meets expectations applicable to own role
Technology	• Identifies purposes, specific functions and key features of common digital systems and tools, and operates them to complete routine tasks

Unit Mapping Information

Supersedes and is equivalent to ICTICT409 Develop macros and templates for clients using standard products.

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 ICTICT436 Develop macros and templates for clients using standard products

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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:

- develop at least two macros and two templates using at least two industry recognised software application packages.

In the course of the above, the candidate must:

- determine client needs and specifications
- document process according to organisational procedures.

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:

- features and functions of industry standard categories of commercial computing packages, including procedures for:
 - creating macros and using default templates supplied by the software application package
 - creating new macros and templates
- features and functions of software and hardware used for developing macros and templates supported by the organisation
- organisational procedures applicable to developing macros and templates.

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:

- documents detailing organisational policies

- internet connection
- workstation hardware and software
- style guides and design brief
- technical documentation
- use of industry standard software applicable to developing macros and templates.

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

Links

Companion Volume Implementation Guide is found on VETNet -

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