



Australian Government

Department of Education, Employment and Workplace Relations

BSBITU302A Create electronic presentations

Release: 1

BSBITU302A Create electronic presentations

Modification History

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to design and produce electronic presentations for speakers, for self access and for online access. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

This unit describes the performance outcomes, skills and knowledge required to design and produce electronic presentations for speakers, for self access and for online access. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

This unit applies to individuals employed in a range of work environments who design electronic presentations. They may work as individuals providing administrative support within an enterprise, or may be responsible for production of their own electronic presentations.

This unit applies to individuals employed in a range of work environments who design electronic presentations. They may work as individuals providing administrative support within an enterprise, or may be responsible for production of their own electronic presentations.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Employability Skills Information

This unit contains employability skills.

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Prepare to create presentation	<p>1.1 Organise personal work environment in accordance with ergonomic requirements</p> <p>1.2 Determine purpose, audience and mode of presentation in consultation with content author or presenter</p> <p>1.3 Identify presentation requirements in terms of supporting documents, transparencies and equipment</p> <p>1.4 Apply work organisation strategies and energy and resource conservation techniques to plan work activities</p>
2 Create presentation	<p>2.1 Design slides, notes and handout masters to incorporate organisational and task requirements in relation to image and preferred style, avoiding distractions</p> <p>2.2 Use software functions for consistency of design and layout, to meet identified presentation requirements</p> <p>2.3 Balance presentation features for visual impact and emphasis</p> <p>2.4 Use advanced software features to streamline and customise the presentation for different audiences</p> <p>2.5 Prepare presentations within designated time lines</p>

- 3 Finalise presentation
 - 3.1 Use manuals, user documentation and online help to overcome problems with design and production
 - 3.2 Check presentation for spelling, consistency in presentation features and style, in accordance with task requirements
 - 3.3 Print **presentation materials** in accordance with presenter or audience requirements
 - 3.4 **Store presentation**, in accordance with organisational requirements and exit the application without information loss or damage

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

communication skills to clarify requirements of documents
keyboarding skills to enter text and numerical data
literacy skills to read and understand organisational procedures, to use screen layout to support text structure, and to proofread and edit documents
problem-solving skills to use processes flexibly and interchangeably.

Required knowledge

key provisions of relevant legislation from all forms of government, standards and codes that may affect aspects of business operations, such as:
anti-discrimination legislation
ethical principles
codes of practice
privacy laws
occupational health and safety
effect of design features on readability and appearance of electronic presentations.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:
creating at least two electronic presentations

Context of and specific resources for assessment

Assessment must ensure:
access to an actual workplace or simulated environment
access to office equipment and resources
access to examples of electronic presentations and style guides.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:
direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
review of presentation materials
demonstration of techniques
oral or written questioning to assess knowledge of word processing software functions.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:
other business services units.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Ergonomic requirements may include:

- avoiding radiation from computer screens
- chair height, seat and back adjustment
- document holder
- footrest
- keyboard and mouse position
- lighting
- noise minimisation
- posture
- screen position
- workstation height and layout

Mode of presentation may include:

- available for browsing by individuals
- display on one computer, control from another
- online, internet, intranet
- conference presentation
- self-running presentation
- speaker

Presentation requirements may include:

- 35 mm slides
- annotation pen
- computer equipment and peripherals for on-screen presentation
- data show
- digital pointer
- handouts
- internet access
- laptop computer
- network access
- outlines
- overhead projector
- overhead transparencies
- paper printouts of presentation or slide show
- slide projector
- speaker notes
- video projector/s
- world wide web documents

Work organisation strategies may include:

- exercise breaks
- mix of repetitive and other activities
- rest periods

Energy and resource conservation techniques may include:

- double-sided paper use
- recycling used and shredded paper
- re-using paper for rough drafts (observing confidentiality requirements)
- using power-save options for equipment

Organisational and task requirements may include:

- company colour scheme
- company logo
- corporate image
- music
- organisation name, time, date, occasion etc. in header/footer
- organisational video clip

Distractions may include:

- heavy colour
- insufficient colour separation (background to text)
- irrelevant animation
- multiple transitions
- overly busy background
- overuse of sound
- too many words or pictures per slide
- too small fonts

Software functions may include:

- backgrounds
- colour schemes
- creating templates
- handout master
- importing outlines from other applications
- importing images and graphics
- notes master
- placeholders
- slide master

Presentation features may include:

- animation
- charts
- graphics
- headlines or titles
- illustrations
- logos
- music
- objects
- pace
- pictures
- sound
- text content
- timing
- transitions
- video clips

Advanced software features may include:	agenda slides presentation within a presentation - custom show
Designated time lines may include:	organisational time line e.g. conference deadline requirements timeline agreed with internal or external client timeline agreed with supervisor or person requiring presentation
Presentation materials may include:	handouts outlines overhead transparencies paper printouts of presentation/slide show speaker notes 35 mm slides world wide web documents
Storing presentations may include:	authorised access filing locations organisational policy for backing up files organisational policy for filing hard copies security storage in folders or sub-folders storage on disk drives, USB, CD-ROM, backup tapes, server

Unit Sector(s)

empty
empt

Competency field

Information and Communications Technology - IT Use
Information and Communications Technology - IT Use