

## **PACKAGE / COURSE LEARNING & ASSESSMENT STRATEGIES GUIDE**

Package / Course Title: Business Services Training Package – BSB07

Certificate III in Business Administration – BSB30407

Create electronic presentations - BSBITU302A

Target groups: Those wishing to gain skills and qualifications focused on the specialist administration domain of employment in a business environment such as text production, creation and use of databases, ledger maintenance, effective workplace relationships. They would be desirous of gaining qualifications to perform workplace activities under direct or regular supervision and may be reinforcing and/or enhancing an existing employment position. Workers in this field may be employed in a diverse range of businesses of various sizes.

### **TRAINING DELIVERY**

<b>Strategies</b>	<b>Performance Indicators</b>	<b>Resources</b>
Discussion of OHS requirements and energy and resource conservation techniques.	Develop skills in use of safe work practices by correct use of equipment, meeting organisational and occupational health and safety requirements for computer operation and implementation of energy and resource conservation techniques.	Access to relevant policy documentation
Case study	Develop ability to determine mode of presentation, identify presentation requirements, design slide, notes and handout masters and utilise software functions to meet identified presentation requirements.	Appropriate case study scenarios
Project work	Develop ability to produce presentation using advanced software features, print materials in accordance with presenter / audience requirements and store in accordance with organisational requirements.	Access to resources and equipment normally used in the workplace.
Work placement and/or simulation	Develop all of the above under the range of working conditions normally encountered.	Access to appropriate workplace or simulation of realistic workplace setting.

### **ASSESSMENT**

<b>Strategies</b>	<b>Performance Indicators</b>	<b>Resources</b>
Practical exercise	Demonstrate safe work practices by correct use of equipment, meeting organisational and occupational health and safety	Access to resources and equipment normally used in the workplace.

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	requirements.	
Project work	Demonstrate knowledge of a range of presentation styles and ability to select from available formats to determine mode of presentation and specific needs to meet identified presentation requirements.	Access to resources and equipment normally used in the workplace.
	Demonstrate ability to produce effective presentations using advanced software features, print materials in accordance with presenter / audience needs and store in accordance with organisational requirements.	
Observation in the workplace or in a simulated workplace and under the normal range of workplace conditions	All elements	Access to appropriate workplace where assessment can take place or simulation of realistic workplace setting.

List any special requirements / issues / amendments for any particular target group.