

PACKAGE / COURSE LEARNING & ASSESSMENT STRATEGIES GUIDE

Package / Course Title: Business Services Training Package – BSB07

Certificate III in Business Administration – BSB30407

Design and produce text documents - BSBITU303A

Target groups: This unit applies to individuals who possess fundamental skills in computer operations and keyboarding, and basic skills in the operation of word processing software. They may work as individuals who provide administrative support within an enterprise, or may be technical/knowledge experts responsible for production of their own word processed documents.

TRAINING DELIVERY

Strategies	Performance Indicators	Resources
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

Strategies	Performance Indicators	Resources
Practical exercise	Demonstrate safe work practices by correct use of equipment, meeting organisational and occupational health and safety requirements.	Access to resources and equipment normally used in the workplace.
Project work	Demonstrate knowledge of a range of presentation styles and ability to	Access to resources and equipment

PACKAGE / COURSE LEARNING & ASSESSMENT STRATEGIES GUIDE

	select from available formats to determine mode of presentation and specific needs to meet identified presentation requirements.	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.