

Training Package	Business Services (BSB01)	HSC Requirements and Advice
Title:	Create and use simple spreadsheets	
Unit Code	Unit Descriptor:	HSC Indicative Hours: 20
BSBCMN214A	This unit covers creating and using simple spreadsheets and charts through the use of spreadsheet software. This unit is related to BSBCMN107A Operate a personal computer and BSBCMN108A Develop keyboard skills.	

Context/s of Assessment	Critical aspects of Evidence	Consistency of Performance	Resource Implications	HSC Requirements and Advice
<p>- Competency is demonstrated by performance of all stated criteria, including paying particular attention to the critical aspects and the knowledge and skills elaborated in the Evidence Guide, and within the scope as defined by the Range Statement</p> <p>- Assessment must take account of the endorsed assessment guidelines in the Business Services Training Package</p> <p>- Assessment of performance requirements in this unit should be undertaken in an actual workplace or simulated environment</p> <p>- Assessment should reinforce the integration of the key competencies and the Business Services Common Competencies for the particular AQF Level. Refer to the Key Competency Levels at the end of this unit</p>	<p>- Integrated demonstration of all elements of competency and their performance criteria</p> <p>- Design appropriate type and use of spreadsheet</p> <p>- Use of cell-based formulae</p>	<p>In order to achieve consistency of performance, evidence should be collected over a set period of time which is sufficient to include dealings with an appropriate range and variety of situations: eg dealing with different office requirements, different types of data, different types of spreadsheets and over a period of time to ensure that situational variables are consistently achieved</p>	<p>The learner and trainer should have access to appropriate documentation and resources normally used in the workplace. These may include:</p> <ul style="list-style-type: none"> • Workplace reference material such as style guides • Computer equipment with spreadsheet software • English dictionary 	<p>Key Terms and Concepts:</p> <ul style="list-style-type: none"> - recycling - formatting - text - cells - headers / footers - sum - subtraction - multiplication - division - absolute and relative cell addresses - efficiency of formulae - axis title - legend - data range - formulae - spreadsheet

Element of Competency	Performance Criteria	Range Statement	Evidence Guide	HSC Requirements and Advice
1. Use safe work practices	1.1 Workspace, furniture and equipment are adjusted to suit the <i>ergonomic requirements</i> of the user	<p>Legislation, codes and national standards relevant to the workplace may include:</p> <ul style="list-style-type: none"> - award and enterprise agreements and relevant industrial instruments - relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination - relevant industry codes of practice <p>Ergonomic requirements may include:</p> <ul style="list-style-type: none"> - workstation height and layout - chair height, seat and back-adjustment - footrest - screen position - keyboard and mouse position - document holder - posture - avoiding radiation from computer screens - lighting - noise minimisation 	<ul style="list-style-type: none"> • Knowledge* <p>*At this level the learner must demonstrate basic operational knowledge in a moderate range of areas.</p> <ul style="list-style-type: none"> - The relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination - Organisational requirements for ergonomic standards, work periods and breaks, and conservation techniques <ul style="list-style-type: none"> • Skills <ul style="list-style-type: none"> - Communication skills to interpret instructions - Ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities 	<p>Learning experiences for the HSC must address:</p> <p>An understanding of the OH&S guidelines relating to screen-based equipment and ergonomic work stations</p> <p>Ergonomic requirements including:</p> <ul style="list-style-type: none"> - workstation height and layout - chair height, seat and back-adjustment - footrest - screen position - keyboard and mouse position - document holder - posture - avoiding radiation from computer screens - lighting - noise minimisation
	1.2 <i>Work organisation</i> meets organisational and statutory requirements for computer operation	<p>Organisational policy and procedures may include:</p> <ul style="list-style-type: none"> - log-on procedures - password protection - storage / location of data - standard formats - author's instructions - use of templates <p>Work organisation may include:</p> <ul style="list-style-type: none"> - mix of repetitive and other activities - rest periods - exercise breaks 	<p>Learning experiences for the HSC must address:</p> <p>The importance of rest and exercise when using equipment</p> <p>Different types of injuries:</p> <ul style="list-style-type: none"> - eyestrain - OOS (Occupational Overuse Syndrome) - muscle strain <p>Preventing injuries through:</p> <ul style="list-style-type: none"> - exercise - physical environment 	

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	1.3 Energy and resource <i>conservation techniques</i> are used to minimise wastage in accordance with organisational and statutory requirements	Conservation techniques may include: - double-sided paper use - re-used paper for rough drafts (observing confidentiality requirements) - recycling used and shredded paper - utilising power-save options for equipment		Learning experiences for the HSC must address: Energy and resource conservation techniques which include: - re-use - recycle - power-save options
2. Create simple spreadsheets	2.1 Organisational and task requirements in relation to data entry, storage, output and presentation requirements are identified		<ul style="list-style-type: none"> • Knowledge* *At this level the learner must demonstrate basic operational knowledge in a moderate range of areas. - Knowledge of the purpose and ranges of uses of spreadsheet functions - Organisational guidelines on spreadsheet manipulation and processing - Format of workplace documents • Skills - Computer literacy - Keyboarding skills - Numeracy skills in relation to creating and using spreadsheet formulae - Communication skills to interpret instructions - Ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities 	Learning experiences for the HSC must address: Following organisational requirements for spreadsheets including: - opening/creating - editing - formatting - proofing - saving (in designated location) - printing - closing Learning experiences for the HSC must address: Different simple formulae including: - sum - average - subtraction - multiplication - division Learning experiences for the HSC must address: Features of spreadsheet layout including: - columns - rows - cells - formulae - formatting
	2.2 Spreadsheet utilises <i>routine software functions</i> and <i>simple formulae</i> to meet identified requirements	Routine software functions may include: - formatting text - formatting cells - adding/deleting columns/rows - sizing columns/rows - headers/footers		
	2.3 Spreadsheet layout enables efficient data input and presentation			

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	2.4 Spreadsheet is <i>formatted</i> in accordance with organisational style and presentation requirements	Formatting may include: - enhancements to text - enhancements to format – borders, patterns and colours - alignment on page - headers/footers - use of absolute and relative cell addresses - efficiency of formulae - use of cell addresses in formulae		
	2.5 Formulae are tested to confirm output meets task requirements	Simple formulae may include: - maximum - minimum - average - sum - subtraction - multiplication - division - combinations of above		
	2.6 Adjustments are made as required			Learning experiences for the HSC must address: Adjustments to formulae including: - proofreading - checking for accuracy - editing
	2.7 Supervisor is consulted to confirm final formulae			
3. Produce spreadsheets	3.1 <i>Data</i> is entered, <i>checked</i> and amended in accordance with organisational and task requirements	Data may include: - numbers - text Checking may include: - proofreading - accuracy of data - spelling, electronically and manually - accuracy of formulae with calculator - ensuring instructions with regard to content and format have been followed	<ul style="list-style-type: none"> Knowledge* *At this level the learner must demonstrate basic operational knowledge in a moderate range of areas. - Format of workplace documents Skills - Computer literacy - Keyboarding skills - Literacy skills in relation to spelling correctly - Numeracy skills in relation to creating and using spreadsheet formulae - Communication skills to interpret instructions 	Learning experiences for the HSC must address: Checking of data including: - proofreading - accuracy of data - spelling, electronically and manually - accuracy of formulae with calculator - ensuring instructions with regard to content and format have been followed

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	3.2 Data input meets <i>designated timelines</i> and organisational requirements for speed and accuracy	Designated timelines may include: - timeline agreed with supervisor/person requiring spreadsheet - timeline agreed with internal/external client - organisation timeline eg financial requirements	- Ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities	
	3.3 Manuals, user documentation and online help are used to overcome problems with spreadsheet design and production			Learning experiences for the HSC must address: Solving problems using online help and manuals supplied with computing software package
	3.4 Spreadsheet is previewed, adjusted and <i>printed</i> in accordance with organisational and task requirements	Printing may include: - with values - with formulae - to fit specific number of pages - to fit on one page		
	3.5 Spreadsheet is <i>named and stored</i> in accordance with organisational requirements, and the application exited without data loss/damage	Storage of data may include: - storage in electronic folders / sub-folders - storage on hard/floppy disk drives, CD-ROM, tape backup - organisation policy for backing-up files - organisation policy for filing hard copies of spreadsheets - filing locations - security - authorised access		Learning experiences for the HSC must address: Storing of spreadsheets including: - hard copy - electronic - filing location - security - authorised access

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4. Produce simple charts	4.1 Organisational and task requirements are determined in relation to the <i>type of chart</i> and <i>chart features</i> to be included	<p>Chart types may include:</p> <ul style="list-style-type: none"> - column - stacked, 3-D column - bar - stacked / multiple bar - line - pie and 3-D pie - exploded pie - scatter / bubble - area <p>Chart features may include:</p> <ul style="list-style-type: none"> - data labels - axis title - chart title - legend - gridlines - axes - data tables - colours - patterns - lines - fills - borders 	<ul style="list-style-type: none"> • Skills - Computer literacy - Keyboarding skills - Literacy skills in relation to spelling correctly - Numeracy skills in relation to creating and using spreadsheet formulae - Communication skills to interpret instructions - Ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities 	<p>Learning experiences for the HSC must address:</p> <p>Constructing and interpreting a range of charts</p>
	4.2 Choice and design of chart enables valid representation of numerical data and meets organisational and task requirements			<p>Learning experiences for the HSC must address:</p> <p>Representing data as determined by:</p> <ul style="list-style-type: none"> - audience - numerical data - source of data
	4.3 Chart is previewed, adjusted and printed in accordance with organisational and task requirements			

Key Competency Levels

NB: These levels do not relate to the Australian Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Collect, analyse and organise information	Communicate ideas and information	Plan and organise activities	Work with others and in teams	Use mathematical ideas and techniques	Solve problems	Use technology
Level 1	Level 1	Level 1	Level 1	Level 2	Level 2	Level 2

Three levels of performance denote level of competency required to perform task.

1. Perform 2. Administer 3. Design

- **Collecting, analysing and organising information** – to determine the most appropriate spreadsheet format
- **Communicating ideas and information** – through the production of an effective spreadsheet
- **Planning and organising activities** – to determine formulae and input data
- **Working with teams and others** – to determine spreadsheet and printing requirements
- **Using mathematical ideas and techniques** – while using formulae in the spreadsheet
- **Solving problems** – using manuals and online help
- **Using technology** – to create and use spreadsheets

Please refer to the Assessment Guidelines for advice on how to use the Key Competencies