

Training Package	Tourism, Hospitality and Events (SIT07)/Business Services (BSB07)	HSC Requirements and Advice
Unit code	Unit title	HSC Indicative Hours
BSBITU302A	Create electronic presentations	20

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.
Competency field	Information and Communications Technology – IT Use
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.
Employability skills	This unit contains employability skills.

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.			
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Context of and specific resources for assessment	Method of assessment	Gather information for assessment
Evidence of the following is <u>essential</u> : <ul style="list-style-type: none"> creating at least two electronic presentations 	Assessment <u>must</u> ensure: <ul style="list-style-type: none"> access to an actual workplace or simulated environment access to office equipment and resources access to examples of electronic presentations and style guides. 	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: <ul style="list-style-type: none"> 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. 	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: <ul style="list-style-type: none"> other business services units.

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.

Element	Performance Criteria	Range Statement
1 Prepare to create presentation	1.1 Organise personal work environment in accordance with <i>ergonomic requirements</i> .	<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. <i>Bold italicised</i> wording, if used in the performance criteria, is detailed below.</p> <p>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.</p> <p><i>Ergonomic requirements may include:</i></p> <ul style="list-style-type: none"> • 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.
	1.2 Determine purpose, audience and <i>mode of presentation</i> in consultation with content author or presenter.	<p><i>Mode of presentation</i> may include:</p> <ul style="list-style-type: none"> • available for browsing by individuals • display on one computer, control from another • online, internet, intranet • conference presentation • self running presentation • speaker.
	1.3 Identify <i>presentation requirements</i> in terms of supporting documents, transparencies and equipment.	<p><i>Presentation requirements</i> may include</p> <ul style="list-style-type: none"> • 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

Element	Performance Criteria	Range Statement
		<ul style="list-style-type: none"> • overhead transparencies • paper printouts of presentation or slide show • slide projector • speaker notes • video projector/s • world wide web documents.
	<p>1.4 Apply <i>work organisation strategies</i> and <i>energy and resource conservation techniques</i> to plan work activities.</p>	<p><i>Work organisation strategies</i> may include:</p> <ul style="list-style-type: none"> • exercise breaks • mix of repetitive and other activities • rest periods <p><i>Energy and resource conservation techniques</i> may include:</p> <ul style="list-style-type: none"> • double sided paper use • recycling used and shredded paper • re using paper for rough drafts (observing confidentiality requirements) • using power save options for equipment.
2 Create presentation	<p>2.1 Design slides, notes and handout masters to incorporate <i>organisational and task requirements</i> in relation to image and preferred style, avoiding <i>distractions</i>.</p>	<p><i>Organisational and task requirements</i> may include:</p> <ul style="list-style-type: none"> • company colour scheme • company logo • corporate image • music • organisation name, time, date, occasion etc. in header/footer • organisational video clip. <p><i>Distractions</i> may include:</p> <ul style="list-style-type: none"> • 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.
	<p>2.2 Use <i>software functions</i> for consistency of design and layout, to meet identified presentation requirements.</p>	<p><i>Software functions</i> may include:</p> <ul style="list-style-type: none"> • backgrounds • colour schemes • creating templates • handout master

Element	Performance Criteria	Range Statement
		<ul style="list-style-type: none"> • importing outlines from other applications • importing images and graphics • notes master • placeholders • slide master.
	2.3 Balance <i>presentation features</i> for visual impact and emphasis.	<p><i>Presentation features</i> may include:</p> <ul style="list-style-type: none"> • animation • charts • graphics • headlines or titles • illustrations • logos • music • objects • pace • pictures • sound • text content • timing • transitions • video clips.
	2.4 Use <i>advanced software features</i> to streamline and customise the presentation for different audiences.	<p><i>Advanced software features</i> may include:</p> <ul style="list-style-type: none"> • agenda slides • presentation within a presentation – custom show.
	2.5 Prepare presentations within <i>designated time lines</i> .	<p><i>Designated time lines</i> may include:</p> <ul style="list-style-type: none"> • organisational time line e.g. conference deadline requirements • timeline agreed with internal or external client • timeline agreed with supervisor or person requiring presentation.
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 <i>presentation materials</i> in accordance with presenter or audience requirements.	<p><i>Presentation materials</i> may include:</p> <ul style="list-style-type: none"> • handouts • outlines

Element	Performance Criteria	Range Statement
		<ul style="list-style-type: none"> • overhead transparencies • paper printouts of presentation/slide show • speaker notes • 35 mm slides • world wide web documents.
	<p>3.4 <i>Store presentation</i>, in accordance with organisational requirements and exit the application without information loss or damage.</p>	<p><i>Storing presentations</i> may include:</p> <ul style="list-style-type: none"> • 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.