



**Australian Government**

# **BSBITU302 Create electronic presentations**

**Release: 1**

## BSBITU302 Create electronic presentations

### Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

### Application

This unit describes the skills and knowledge required to design and produce electronic presentations for speakers, for self access and online access.

It 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.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

### Unit Sector

Information and Communications Technology – IT Use

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to create presentation	1.1 Organise personal work environment in accordance with ergonomic requirements 1.2 Determine purpose, audience and mode of presentation in consultation with content author or presenter 1.3 Identify presentation requirements in terms of supporting documents and equipment 1.4 Apply work organisation strategies and energy and resource conservation techniques to plan work activities
2. Create presentation	2.1 Design slides, notes and handout masters to incorporate organisational and task requirements in relation to image and preferred style, avoiding distractions 2.2 Use software functions for consistency of design and layout, to meet identified presentation requirements 2.3 Balance presentation features for visual impact and emphasis 2.4 Use advanced software features to streamline and customise presentation for different audiences 2.5 Prepare presentation within designated timeline
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 and 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 application without information loss or damage

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Reading	1.3, 3.1, 3.2, 3.4	<ul style="list-style-type: none"> <li>Evaluates and integrates information and ideas to construct meaning in an effort to design and create a presentation</li> </ul>
Writing	2.1, 2.3-2.5	<ul style="list-style-type: none"> <li>Communicates relationships between ideas and information in a style appropriate to audience and purpose in accordance with organisational and task requirements</li> </ul>
Oral Communication	1.2	<ul style="list-style-type: none"> <li>Listens to discussions and participates in exchange of information to choose appropriate actions to create presentation</li> </ul>
Navigate the world of work	1.1-1.4, 2.1, 2.2, 2.5, 3.2-3.4	<ul style="list-style-type: none"> <li>Recognises and follows explicit and implicit protocols and meets expectations associated with own role</li> </ul>
Interact with others	1.2	<ul style="list-style-type: none"> <li>Collaborates with others to achieve joint outcomes</li> </ul>
Get the work done	1.4, 2.1-2.5, 3.1-3.4	<ul style="list-style-type: none"> <li>Uses advanced features within applications to address routine and complex work tasks</li> <li>Plans and implements routine tasks and workload making limited decisions on sequencing and timing</li> </ul>

## Unit Mapping Information

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
BSBITU302 Create electronic presentations	BSBITU302B Create electronic presentations	Updated to meet Standards for Training Packages	Equivalent unit

## **Links**

Companion volumes available from the IBSA website:

[http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes) - [http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes)