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| Unit code: | ICTICT102 |
| Unit name: | Operate word-processing applications |

## Assessment context

| **Target group** | ☒ Pre-employment  ☐ VET in Schools | ☐ Apprentices/Trainees  ☐ International students | ☐ Existing workers (i.e. already in THIS industry)  ☐ Other (Please specify, e.g. use for broad target group) |
| --- | --- | --- | --- |
| **Delivery mode** | ☒ Face to face  ☐ Blended | ☐ Distance  ☐ Online | ☐ Self-paced (Facilitated)  ☐ On the job |
| **Assessment location** | ☐ On the job  ☐ Blended | ☐ Distance  ☐ Online | ☒ Campus  ☐ Other: (Please specify, e.g. community centres) |
| **Associated documents** | **UAG document:** | ICTICT102 UAG 2016 | |
| **Validation:** | ICTICT102 Validation Tool 2016 | |
| **Other assessment documentation / appendices to UAG:** | | |
| ICTICT102 Assessment 2016 Event 1 written.docx  ICTICT102 Assessment 2016 Event 2 checklist.docx  bbfiles\_wp folder | | |

## Assessment mapping

The Unit assessment map is to be used for assessment planning and verification of assessment content validity. To confirm content validity you must cross reference all components of the unit with the assessment tasks/events/activities you are using to determine competence. The components of a unit include:

* Each element and its performance criteria
* Each item of required skills or performance evidence
* Each item of required knowledge or knowledge evidence
* Each item in critical aspects or assessment condition

| **Component of the unit is addressed in:** | | **Event 1Written Task**  e.g. criteria 4 or Qu 15 | **Event 2 Practical task**  e.g. criteria 4 or Qu 15 |  |
| --- | --- | --- | --- | --- |
| **Element 1 Apply OHS practices** | | | | |
| 1.1. | Use workplace ergonomic work practices and strategies | Q1, Q2 | 2.1 |  |
| 1.2. | Organise work area to ensure an ergonomic work environment | Q1. Q2 | 2.1 |  |
| **Element 2 Create documents** | | | | |
| 2.1. | Open word-processing application, create document and add data according to information requirements |  | 2.3 – 2.11 |  |
| 2.2. | Use document templates as required |  | 2.4 – 2.7 |  |
| 2.3. | Use simple formatting tools when creating the document |  | 2.11 – 2.14 |  |
| 2.4. | Save document to directory |  | 2.5, 2.7, 2.24 |  |
| **Element 3 Customise basic settings to meet page layout conventions** | | | | |
| 3.1. | Adjust page layout to meet information requirements |  | 2.4 |  |
| 3.2. | Open and view different toolbars |  | 2.4, 2.11, 2.12, 2.13, 2.14, 2.15 – 2.18, 2.19 |  |
| 3.3. | Change font format to suit document purpose |  | 2.4, 2.12 – 2.13 |  |
| 3.4. | Change alignment and line spacing according to document information requirements |  | 2.11 – 2.12 |  |
| 3.5 | Modify margins to suit the document purpose |  | 2.4 |  |
| 3.6 | Open and switch between several documents |  | 2.7 – 2.9 |  |
| **Element 4. Format documents** | | | | |
| 4.1 | Use formatting features and styles as required | Q4 | 2.11 - 2.13 |  |
| 4.2 | Highlight and copy text from another area in the document or from another active document |  | 2.8 – 2.9 |  |
| 4.3 | Insert headers and footers to incorporate necessary data |  | 2.4 |  |
| 4.4 | Save document in another file format |  | 2.5, 2.14 |  |
| 4.5 | Save and close document to a storage device |  | 2.25 |  |
| **Element 5.** **Create tables** | | | | |
| 5.1 | Insert standard table into document |  | 2.15 |  |
| 5.2 | Change cells to meet information requirements |  | 2.15 – 2.18 |  |
| 5.3 | Insert and delete columns and rows as necessary |  | 2.17 |  |
| 5.4 | Use formatting tools according to style requirements |  | 2.111 – 2.14 |  |
| **Element 6. Add images** | | | | |
| 6.1 | Insert appropriate imagesinto document and customise as necessary |  | 24 |  |
| 6.2 | Position and resize images to meet document formatting needs |  | 2.4 |  |
| **Element 7. Print documents** | | | | |
| 7.1 | Preview document in print preview mode |  | 2.21 |  |
| 7.2 | Select basic print settings |  | 2.22 |  |
| 7.3 | Print document or part of document from printer |  | 2.22 |  |
| **Foundation Skills** | | | | |
| FS1 | Skill: Reading  Performance Criteria: 2.1, 3.1, 3.4, 7.1  Description:   * Interprets specific information to determine and complete work required |  | All tasks |  |
| FS2 | Skill: Writing  Performance Criteria: 2.1, 4.3  Description:   * Prepares simple correspondence that incorporates key information in a format and style relevant to requirements |  | All tasks |  |
| FS3 | Skill: Navigate the world of work  Performance Criteria: 1.1  Description:   * Takes some personal responsibility for adherence to regulatory requirements | Q1, Q2 | 2.1 |  |
| FS4 | Skill: Get the work done  Performance Criteria: 1.2, 2.1, 3.1-3.6, 4.1-4.5, 5.1-5.4, 6.1, 6.2, 7.2, 7.3  Description:   * Plans routine tasks with familiar goals and outcomes, taking some limited responsibility for decisions regarding sequencing * Understands the purpose and specific functions of common digital tools used in work contexts * Recognises and responds to common operational problems when using word-processing applications |  | All tasks  All tasks  All tasks |  |
| **Performance Evidence** | | | | |
| PE1 | follow organisational ergonomic work health and safety (WHS) requirements and practices | Q1 | 2.1 |  |
| PE2 | create, open and retrieve documents using customised basic settings |  | 2.4 – 2.10 |  |
| PE3 | format documents by creating tables and adding text, objects and images |  | 2.10 – 2.20 |  |
| PE4 | save and prints documents |  | 2.21 – 2.24 |  |
| **Knowledge Evidence** | | | | |
| KE1 | describe formatting styles and their effect on formatting, readability and appearance of documents | Q3 |  |  |
| KE2 | identify organisational requirements for ergonomics, including work periods and breaks | Q1, Q2 |  |  |
| KE3 | select organisational style guide to use | Q4 | 2.11 |  |
| KE4 | outline purpose, use and function of word-processing software | Q5 |  |  |