ASSESSMENT KIT SAMPLE

BSBITU302

CREATE ELECTRONIC PRESENTATIONS

Includes:

- Student Assessment Booklet
- Marking Guide with Mapping
- Assessment Record Tool

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MARKING GUIDE

BSBITU302 Create Electronic Presentations

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Assessment information

About this marking guide

This document is to be used as a guide to marking the assessment tasks required for this unit.

This document outlines the instructions provided to the student for each task and accompanying sample/ benchmark answers and any relevant instructions for the assessor.

Assessment tasks

This unit is assessed in the following ways:

Assessment Task	Overview
Assessment Task 1: Project	Students are required to complete a workstation assessment and two electronic presentations for a workplace.
Assessment Task 2: Written questions	Students must correctly answer all questions in this task to show that they understand the knowledge required of this unit.

Assessment plan

The Student Assessment Booklet includes an assessment plan that students are required to read and sign. Get this signed plan before students begin the assessment tasks for this unit. Students can use this plan to declare whether they need any support or adjustments.

Assessment documents

We have developed a range of comprehensive assessment documents for assessment of this unit.

Assessors will need the following documents:

- Assessment Record Tool – to be used by the assessor to record the decision-making process. Details about workplace-based tasks (if applicable) are also included in this document.
- This Marking Guide, which includes:
  - a guide to assessors on the process of assessment
  - benchmark responses to assessment tasks
  - mapping of assessment tasks to unit of competency requirements (see the end of this booklet).

Students will need to receive:

- Student Assessment Booklet for this unit.

Assessors must provide students with the due date for each assessment task for this unit – students should be instructed to write the dates in their Student Assessment Booklet.

Assessment attempts and resubmissions

Students have up to three attempts to complete assessment tasks satisfactorily. If after the third attempt, the student has not completed the task satisfactorily, the assessor must make alternative arrangements for assessment. Depending on the task, this may include:

- resubmitting incorrect answers to questions (such as written tasks and case studies)
- resubmitting part or all of a project, depending on how the error impacts on the total outcome of the task
- redoing a role play after being provided with appropriate feedback about their original performance
- being observed a second (or third time) undertaking any tasks/activities that were not satisfactorily completed the first time, after being provided with appropriate feedback.

Students should be provided with an appropriate time frame in which to resubmit their work, for example students may:

- be given 30 days in which to resubmit incorrect responses to written tasks, projects and so on

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Assessment Task 1: Project

INFORMATION FOR THE ASSESSOR
The purpose of this project is for students to demonstrate that they can: ▪ *prepare to create presentations by identifying and confirming the task requirements* ▪ *create visually appealing presentations using a range of features and functions of the software package* ▪ *follow a style guide* ▪ *finalise presentations by printing, saving and storing presentations.* *Students are to complete all parts of this project satisfactorily.* *Provide students with the date of submission for this task.* *Provide instructions to the student on how to submit their assessment.* *If students complete any part of their project incorrectly, they will need to be given an appropriate time in which to resubmit.* *Provide the student with the date for resubmission.* *Benchmark responses are provided below.* *Record the outcome of this assessment in the Assessment Record Tool.*

Instructions to students

TASK SUMMARY

For this task you are required to complete a workstation assessment and create two electronic presentations.

RESOURCES AND EQUIPMENT REQUIRED TO COMPLETE THIS TASK

- Access to textbooks and other learning materials.
- Access to a computer, the Internet and a printer.
- Access to an industry standard presentation software package (eg. Microsoft PowerPoint).

WHEN AND WHERE SHOULD THE TASK BE COMPLETED?

- This task may be done in your own time as homework or you may be given time to do this task in class (where applicable).
- Your assessor will provide you with the due date for this assessment.

WHAT NEEDS TO BE SUBMITTED?

- Workstation checklist.
- Printed copies of two presentations.
- Electronic copies of two presentations.

INSTRUCTIONS

Insert task instructions.

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PART A

You are about to commence work for the day at your computer. Before you do this you are required to complete a checklist to make sure your workstation is set up correctly so that the risk of injury is reduced.

If your workstation is not set up correctly you must make the required adjustments before you start work.

You are also required to provide information on how to preserve energy and resources while working at a computer and creating documents.

1. Complete the checklist by placing Y or N against each requirement and making comments of things to fix. Handwrite your responses and submit the completed checklist to your assessor.

Name:	Date:

CHAIR

	Yes/No
Swivel seat with 5 castor base (glides should be used on hard floors)	
Seat height should be adjustable so that when operator is seated:	
▪ Upper arms handing freely (no side arms on chair)	
▪ Thighs are not compressed by front edge of seat	
▪ Upper leg is approximately horizontal or angled slightly upwards with feet on floor or footrest	
▪ Sufficient clearance between the thigh and lower edge of desk	
▪ Sufficient clearance between front edge of seat and lower leg	

If relative heights of work surface and chair are not sufficiently adjustable (for short person) then an angled footrest should be provided.

Back rest adjusted:

- For height so that small of back is supported
- For angle to allow user to sit upright.

DESK

Height should be adjustable so that forearms are horizontal or angled slightly downward	
Document holder placed beside or beneath screen at same viewing distance as screen	
Phone, folders etc. within easy reaching distance without the need to twist body or stretch from seated position	
Sufficient space for documents, completed work and writing on work surface	
Beneath desk should be clear of obstructions so that knee and foot have clearance	
Cords and cables secured out of way	

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Assessment Task 2: Written questions

INFORMATION FOR THE ASSESSOR
Provide students with the date of submission for this task. *This task requires students to answer a set of written questions to demonstrate that they understand the knowledge required of this unit.* *Students can be given the opportunity to answer questions verbally if appropriate.* *If students answer any questions in this task incorrectly, they will need to be given an appropriate time in which to resubmit. Students should only redo questions that are incorrect; however, they will need to resubmit the entire assessment. Provide the student with the date for resubmission.* *Benchmark responses for each question are provided below.* *Record the outcome of this assessment in the Assessment Record Tool.*

Instructions to students:

TASK SUMMARY

You are to answer all written questions.

RESOURCES AND EQUIPMENT REQUIRED TO COMPLETE THIS TASK

- Access to textbooks and other learning materials.
- Access to a computer, printer, Internet and email software (if required).

WHEN AND WHERE DO I NEED TO COMPLETE THIS TASK?

- This task may be done in your own time as homework or you may be given time to do this task in class (where applicable).
- Your assessor will provide you with the due date for this assessment.

WHAT DO I NEED TO SUBMIT?

- Your answers to each question in this task.

INSTRUCTIONS

- This is an open book test – you can use your learning materials, textbooks and online help as a reference.
- You must answer all questions in this task correctly.
- You must answer the questions by writing in the space provided; if you need more space you can use extra paper – all additional sheets of paper must include your name and the question number/s you are answering.

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QUESTION 5

Look at the following PowerPoint slides and make a list of what is good and not so good about the design.

a) Slide 1

Student may indicate the following design errors: background is too dark, background is too busy, font is the wrong colour for the background and for visually impaired or colour blind people, too much text on the slide, font is not pleasant to look at.

b) Slide 2

Student may indicate the following design errors: background is too bold, font style and colour is not consistent, readability is poor – not sure where to look and what to read first, font colours are hard to see against background, image doesn't appear to be applicable.

c) Slide 3

Student should indicate that this is a representation of a good slide. The font colours are appropriate because they match the image, the words are big enough and the background contrasts well.

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Unit mapping – BSBITU302 Create electronic presentations

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.
Licensing requirements	NA
Prerequisites	NA

Element	Performance criteria	Assessment Tasks	
		AT1	**AT2**
1. Prepare to create presentation	1.1 Organise personal work environment in accordance with ergonomic requirements	A1, B1	Q3
	1.2 Determine purpose, audience and mode of presentation in consultation with content author or presenter	B1	
	1.3 Identify presentation requirements in terms of supporting documents and equipment	B1	
	1.4 Apply work organisation strategies and energy and resource conservation techniques to plan work activities	B1	Q1, Q2
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	C1, C2, C3, C4, D1, D2, D3, D4	Q6
	2.2 Use software functions for consistency of design and layout, to meet identified presentation requirements	C1, D1	
	2.3 Balance presentation features for visual impact and emphasis	C1, D1, C3. D3	Q4, Q5
	2.4 Use advanced software features to streamline and customise presentation for different audiences	C1, C2, C3, D1, D2, D3	
	2.5 Prepare presentation within designated timeline	C1, C2, D1, D2	
3. Finalise presentation	3.1 Use manuals, user documentation and online help to overcome problems with design and production	C3, D3	Q8
	3.2 Check presentation for spelling and consistency in presentation features and style, in accordance with task requirements	C4, D4	
	3.3 Print presentation materials in accordance with presenter or audience requirements	C4, D4	
	3.4 Store presentation, in accordance with organisational requirements and exit application without information loss or damage	C4, D4	

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Foundation skills	Description	Assessment Tasks	
		AT1	AT2
Reading	▪ Evaluates and integrates information and ideas to construct meaning in an effort to design and create a presentation	ALL	
Writing	▪ Communicates relationships between ideas and information in a style appropriate to audience and purpose in accordance with organisational and task requirements	ALL	ALL
Oral Communication	▪ Listens to discussions and participates in exchange of information to choose appropriate actions to create presentation	B1	
Navigate the world of work	▪ Recognises and follows explicit and implicit protocols and meets expectations associated with own role	ALL	ALL
Interact with others	▪ Collaborates with others to achieve joint outcomes	B1	
Get the work done	▪ Uses advanced features within applications to address routine and complex work tasks ▪ Plans and implements routine tasks and workload making limited decisions on sequencing and timing	C2, C3, C4, D2, D3, D4	

Performance Evidence	Assessment Tasks	
	AT1	AT2
Evidence of the ability to:		
▪ adhere to organisational requirements and strategies when creating electronic presentations including:		
– ergonomic requirements	A	
– energy and resource requirements	B1	
▪ adhere closely to task requirements		
– following designated timelines	C1, 2, 3, 4 D1, 2, 3, 4	
– achieving consistency of design and layout	C3, D3	
– ensuring correct editing and style requirements	C3, C4, D3, D4	
▪ use advanced software features	C1, 2, 3, 4 D1, 2, 3, 4	
▪ communicate effectively with personnel	B1	
▪ print and store presentation	C4. D4	

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Knowledge Evidence	Assessment Tasks	
	AT1	AT2
To complete the unit requirements safely and effectively, the individual must:		
▪ outline key provisions of relevant legislation, standards and codes that affect aspects of business operations	A, C1	Q6, Q7,
▪ explain how design features affect the readability and appearance of electronic presentations.		Q4, Q5,

Assessment Conditions	Assessment Tasks	
	AT1	AT2
Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the information and communications technology – IT use field of work and include access to:		
▪ office equipment and materials	All	All
▪ relevant software applications	All	All
▪ examples of electronic presentations	All	All
▪ style guides.	All	All
Assessors must satisfy NVR/AQTF assessor requirements.	RTO to ensure	

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STUDENT ASSESSMENT BOOKLET

BSBITU302 Create electronic presentations

Student first name: _____

Student last name: _____

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Assessment overview

This Student Assessment Booklet includes all your tasks for assessment of BSBITU302 Create electronic presentations.

About your assessments

This unit requires that you complete 2 assessment tasks. You must complete all tasks to achieve competency for this unit.

Assessment Task	About this task
Assessment Task 1: Project	You are required to complete a workstation assessment and two electronic presentations for a workplace.
Assessment Task 2: Written questions	You must correctly answer all questions in this task to show that you understand the knowledge required of this unit.

How to submit your assessments

When you have completed each assessment task you will need to submit it to your assessor.

Instructions about submission can be found at the beginning of each assessment task.

Make sure you photocopy your written activities before you submit them – your assessor will put the documents you submit into your student file. These will not be returned to you.

Assessment Task Cover Sheet

At the beginning of each task in this booklet, you will find an Assessment Task Cover Sheet. Please fill it in for each task, making sure you sign the student declaration.

Your assessor will give you feedback about how well you went in each task, and will write this on the back of the Task Cover Sheet.

Assessment appeals

You can make an appeal about an assessment decision by putting it in writing and sending it to us. Refer to your Student Handbook for more information about our appeals process.

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Assessment Task Cover Sheet – Assessment Task 1

Students: Please fill out this cover sheet clearly and accurately. Make sure you have kept a copy of your work.

Name:			
Date of submission:			
Unit: ▪ BSBITU302 Produce spreadsheets			
	Assessor to complete		
Assessment Task	**Satisfactory/ Not satisfactory**	**Date**	**Was this a resubmission? Y/N**
Project			

STUDENT DECLARATION

I _____ declare that these tasks are my own work.

☑ None of this work has been completed by any other person.
☑ I have not cheated or plagiarised the work or colluded with any other student/s.
☑ I have correctly referenced all resources and reference texts throughout these assessment tasks.
☑ I understand that if I am found to be in breach of policy, disciplinary action may be taken against me.

Student signature: _____

Student name: _____

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ASSESSOR FEEDBACK

Assessors: Please return this cover sheet to the student with assessment results and feedback.

A copy must be supplied to the office and kept in the student's file with the evidence.

Assessor signature: _____

Assessor name: _____

Date: _____

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Assessment Task 1: Project

TASK SUMMARY

For this task you are required to complete a workstation assessment and create two electronic presentations.

RESOURCES AND EQUIPMENT REQUIRED TO COMPLETE THIS TASK

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- Access to an industry standard presentation software package (eg. Microsoft PowerPoint).

WHEN AND WHERE SHOULD THE TASK BE COMPLETED?

- This task may be done in your own time as homework or you may be given time to do this task in class (where applicable).
- Your assessor will provide you with the due date for this assessment.

WHAT NEEDS TO BE SUBMITTED?

- Workstation checklist.
- Printed copies of two presentations.
- Electronic copies of two presentations.

INSTRUCTIONS

Insert task instructions.

PART A

You are about to commence work for the day at your computer. Before you do this you are required to complete a checklist to make sure your workstation is set up correctly so that the risk of injury is reduced.

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You are also required to provide information on how to preserve energy and resources while working at a computer and creating documents.

1. Complete the checklist by placing Y or N against each requirement and making comments of things to fix. Handwrite your responses and submit the completed checklist to your assessor.

Name:	Date:

CHAIR

	Yes/No
Swivel seat with 5 castor base (glides should be used on hard floors)	
Seat height should be adjustable so that when operator is seated:	
▪ Upper arms handing freely (no side arms on chair)	
▪ Thighs are not compressed by front edge of seat	
▪ Upper leg is approximately horizontal or angled slightly upwards with feet on floor or footrest	
▪ Sufficient clearance between the thigh and lower edge of desk	
▪ Sufficient clearance between front edge of seat and lower leg	

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Assessment Task 2: Written questions

TASK SUMMARY

You are to answer all written questions.

RESOURCES AND EQUIPMENT REQUIRED TO COMPLETE THIS TASK

- Access to textbooks and other learning materials.
- Access to a computer, printer, Internet and email software (if required).

WHEN AND WHERE DO I NEED TO COMPLETE THIS TASK?

- This task may be done in your own time as homework or you may be given time to do this task in class (where applicable).
- Your assessor will provide you with the due date for this assessment.

WHAT DO I NEED TO SUBMIT?

- Your answers to each question in this task.

INSTRUCTIONS

- This is an open book test – you can use your learning materials, textbooks and online help as a reference.
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- You must answer the questions by writing in the space provided; if you need more space you can use extra paper – all additional sheets of paper must include your name and the question number/s you are answering.

QUESTION 1

List four ways an office environment can save energy.

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ASSESSMENT RECORD TOOL

BSBITU302 Create Electronic Presentations

Student first name: _____

Student last name: _____

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ASSESSMENT TASK 1: PROJECT

Part A			
	Yes	**No**	**Comments**
☐ The student accurately completed the checklist ☐ The student made any adjustments required ☐ The student provided at least five strategies to improve workplace sustainability			
Part B			
	Yes	**No**	**Comments**
☐ The student participated in communication effectively to gain information and instruction for creating presentation ☐ The student collaborated to achieve joint outcomes.			
Part C			
	Yes	**No**	**Comments**
☐ The student created an accurate, effective and balanced presentation that incorporated all the appropriate information as instructed in Part B ☐ The student made use of advanced features of the program ☐ The student completed the presentation within designated timeframes. ☐ The student printed the presentation materials correctly The student saved and stored the presentation according to organisational requirements.			
Part D			
☐ The student created an accurate, effective and balanced presentation that incorporated all the appropriate information ☐ The student made use of advanced features of the program			

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Record of assessment outcomes: BSBITU302

This section records the outcome of each task/assessment requirement so that the final assessment outcome can be determined for BSBITU302 Create electronic presentations.

The table below shows all the assessment requirements for this unit. Once the student has satisfactorily completed all requirements related to the unit, they can be given a Final Assessment Result of 'Competent'. Final Assessment Results should only be recorded once all tasks have been attempted.

Assessment Tasks	**Task Outcome**		
	Satisfactory (S) Not satisfactory (NS)	**Date**	**Assessor initials**
Assessment Task 1: Project			
▪ Part A			
▪ Part B			
▪ Part C			
▪ Part D			
Assessment Task 2: Written questions			
Final Assessment Results	**Result (C/NYC)**		**Date**
BSBITU302 Create electronic presentations			
Student name:			
Assessor name:			
Assessor signature:		Date: / /	

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