



Magill College Pty Ltd Trading as Magill College Sydney

ABN: 67 090 050 990

CRICOS Provider Code: 01994M RTO No: 91367

Tel: (+61 2) 8061 6980 Fax: (+61 2) 9267 1711 www.magill.edu.au

BSB40215 Certificate IV in Business

Record of Assessment Outcome

Unit of Competency:	BSBITU401 – Design and develop complex text documents		
Student Name:			
Student ID Number:			
Assessor Name:			
Term and Year:			
The student has successfully completed the following assessment task(s):		Yes	No
Assessment 1	Portfolio of Activities	<input type="checkbox"/>	<input type="checkbox"/>
Assessment 2	Project	<input type="checkbox"/>	<input type="checkbox"/>
Overall, the student was assessed as:			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	
Did the student meet the criteria for the following elements of competency?		Yes	No
1. Prepare to produce word processed documents		<input type="checkbox"/>	<input type="checkbox"/>
2. Design complex documents		<input type="checkbox"/>	<input type="checkbox"/>
3. Add complex tables and other data		<input type="checkbox"/>	<input type="checkbox"/>
4. Produce documents		<input type="checkbox"/>	<input type="checkbox"/>
The student requires the following skill(s) development before re-assessment:			
Feedback to student on overall performance during assessment:			
The student has been provided with feedback and informed of the assessment result and the reasons for the decision.			
Assessor Name:			
Assessor Signature:		Date:	
I have been provided with feedback on the evidence I have provided. I have been informed of the assessment result and the reasons for the decision.			
Student Name:			
Student Signature:		Date:	

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BSBITU401 – Design and develop complex text documents

Assessment 1 – Portfolio of Activities

Submission Details				
Student ID Number:				
Student Name:				
Assessor Name:				
Due date:				
Student Declaration:	By signing this declaration, I certify that: <ul style="list-style-type: none">• The assessment work is my own work;• All sources and materials have been acknowledged where required;• I have not copied or plagiarized in any way materials of another person or work of a fellow student and referenced all sources of information.			
Student Signature:				
Assessment Result Details				
Result:	Satisfactory		Not Satisfactory	
Feedback to Student:				
Student Declaration:	I have been provided with feedback on my assessment performance/result from Magill College Sydney assessor.			
Student Signature:				
Assessor Signature:				
Date:				

Submission details

The assessment task is due on the date specified by your assessor. Any variations to this arrangement must be approved in writing by your assessor.

Submit this document with any required evidence attached. See specifications below for details.

Performance objective

The candidate must demonstrate the knowledge, skills and abilities required to design and develop an ergonomics and work organisation poster as well as an energy and resource conservation poster using the complex technical features of word processing software.

Assessment description

You are required to design and develop an ergonomics and work organisation poster as well as an energy and resource conservation poster using the provided style guide (or a suitable style guide from your workplace), cover sheet template and information.

Covers Books

Covers Books is a small bookstore located in a local shopping precinct owned by DJ Mathis. Operating for just over three years, Covers specialise in fiction books and have built up a steady business with many repeat customers from the local area. DJ has two new staff members starting over the next two weeks and decided that now would be a good time to display safe work practices and energy conservation information.

Procedure

1. DJ Mathis (the owner) of Covers Books has decided to display the safe work and energy conservation practices information for the store and has decided that the best approach would be to design two posters, one addressing ergonomics and work organisation, the other addressing energy and resource conservation. DJ has asked you to design and create these posters and then present them for approval.
 - a. Ensure that the company logo and page layout and font selection comply with the style guide, however DJ has given approval to be creative in terms of the overall document layout.
 - b. Design colour posters so that DJ Mathis has the option to print the posters in colour or greyscale as he wishes.
 - c. Use the style guide (appendix 1) to design two A4 size posters as detailed in the following procedures.
2. Design and develop posters.
 - a. Use software functions available to you (such as alignment, text and image importing, WordArt, SmartArt) to ensure that the design of the document is appropriate.
 - b. Use the software functions to ensure that each poster will print on a single A4 sheet, without compromising the design or layout.

- c. Use manuals, user documentation and online help to overcome problems with document design and production.
 - d. Proofread the document.
 - e. Complete a cover sheet (appendix 2) for your poster.
 - f. Print a copy of your poster (colour or black and white) and the cover sheet.
 - g. Submit the printed documents and a copy of your file to your assessor.
3. Include on the ergonomics and work organisation poster:
 - a. information on rest periods, exercise breaks and mixing repetitive and other activities.
 - b. details of at least three simple exercises that can be done to minimise the risk of injury. The explanations should be supplemented with at least two drawings, photos or diagrams to explain the exercises.
 - c. information on keyboard and mouse positions, optimal lighting, noise minimisation, and posture.
4. Include on the energy and resource conservation poster:
 - a. An explanation of what the conservation requirements are (available in Appendix 3) and where to find information about energy conservation settings for computers.
5. Meet with your assessor to discuss task and answer the following questions in relation to at least one document.
 - a. What is the document purpose, audience and presentation requirement/s?
 - b. What are the organisational requirements for the task documents?
 - c. How did you ensure consistency of style and image?
 - d. Which complex technical functions (such as alignment, text and image importing, WordArt, SmartArt, use of templates) of Word did you consider for their usefulness in fulfilling the requirements of the task?
 - e. How did you match document requirements with software functions to provide efficient production of documents?
 - f. How does your document structure and layout suit purpose, audience and information requirements of the task?
 - g. How does your design enhance readability and appearance?
 - h. What manuals, user documentation and online help did you use to overcome problems with document design and production?
 - i. What software functions did you use to assist in producing the document?
6. Make any changes to the document/s that are relevant to the discussion you have had with your assessor in relation to the design of your poster/s.

Specifications

You must submit:

- A printed (black and white is acceptable for assessment purposes) copy of word processed posters that comply with the layout information provided in step 1 of the above procedures, including:
 - an ergonomics poster and work organisation poster
 - an energy and resource conservation poster
 - a cover sheet (see Appendix 2) for each poster.
- A copy of the electronic files for:
 - the ergonomics poster saved in the format detailed in steps 2 and 3 of the above procedures
 - the energy conservation poster saved in the format detailed in steps 2 and 4 of the above procedures.

Your assessor will be looking for evidence that you can:

- Use safe work practices to ensure ergonomic and work organisation, requirements are addressed
- Identify document purpose, audience and presentation requirements
- Identify and adhere to guidelines to ensure consistency of style and image
- Evaluate the complex technical functions of word for their usefulness in fulfilling the requirements of the task
- Match document requirements with software functions to provide efficient production of documents
- Design document structure and layout to suit purpose, audience and information requirements of the task
- Design documents to enhance readability and appearance, and to meet organisational and task requirements for style and layout
- Use complex software functions and operations to enable efficient manipulation of information and other material, and ensure consistency of design and layout
- Use manuals, other documents and online help to overcome problems with document design and production
- Insert images and other data and format these as required
- Preview, adjust and print documents
- Name and store documents as required and exit the application without losing information
- Prepare documents within timelines.

Appendix 1 – Covers style guide

Fonts/Styles

Style	Details and Sample
Heading 1	Main Headings – Calibri 16, Bold. Title Case* Paragraph spacing before and after 12pt
Heading 2	Sub Heading 1 – Calibri 14, Bold. Title Case Paragraph spacing before and after 6pt
Heading 3	Sub Heading 2 – Calibri 12, Bold. Sentence case Paragraph spacing before and after 6pt
Normal	Normal text – Calibri 12 Paragraph spacing before and after 3pt

*Capital letters on all words except insignificant words such as 'and', 'or', 'with' and 'in'.

Logo

Size: 230mm x 538mm

Location: Left-hand side of header



COVERS BOOKS
Fuel your imagination

Colour Scheme

Orange, Aqua, Black, White

Page Layout

Margins	Top and Bottom: 2.3cm Left and Right: 2.5cm
Header and Footer	Header: 0.5cm Footer: 1.25cm

Signatures

Script MT Bold, 12 pt

DJ Mathis



Letters

Header (as per template)

Logo positioned at the left side of header, first page only

Company details and address, right justified:

Covers Books
16 Main Street
South Central, 9010
www.covers.com.au

Body

Text type	Details and sample
Numbers	Numbers zero to nine should be written as words. Numbers 10 and above should be written as figures. Exceptions – number ranges, for example 1–2 days.
Dates	Write months out in full. Use four digit year. Example: 1 June 20XX
Bulleted Lists	Bulleted lists should contain no more than two levels: <ul style="list-style-type: none">• Level one should have an indent of 0.63• Hanging indent of 0.63• Line spacing before and after of 3 pt• Start each point with a capital letter• No punctuation• Do not allow bulleted lists to run across multiple pages<ul style="list-style-type: none">○ Level two should have an indent of 1.26○ Hanging indent if 0.63.
Numbered Lists	Numbered lists should contain no more than two levels: <ol style="list-style-type: none">1. Level one should use Arabic numbers with an indent of 0.632. Hanging indent of 0.633. Line spacing before and after 3pt4. Start each point with a capital letter5. No punctuation<ol style="list-style-type: none">a. Level two should use alphabetical characters with an indent of 1.26

Text type	Details and sample
	b. Hanging indent of 0.63.
Colour	Do not use colour for fonts or highlighting unless directed.
Tables	Use tables where noted in templates. Tables should have a heading for each column and heading rows should repeat where tables cross more than one page. Do not allow rows to break across pages.
General	Leave two spaces after each sentence. One space after other punctuation marks. Do not indent text. All text to be left justified. Language to be set to English (Australian).

Internal documents

Information	Details
Templates	All internal documents must be prepared using the relevant template.
Headers and footers	Company logo should appear in the top left side of the header. The document type (e.g. meeting agenda, fax etc.) should appear in the top right side of the header. The footer should include the page number and number of pages on the right hand side of the footer. The document date should appear on the left hand side of the footer.
Naming and saving files	All files should be saved to the shared drive to ensure they are backed up. No files should be saved to the 'C' drive. Files should be saved using the document name and the date. For example, a meeting agenda for a meeting on 1 March 2010 would be saved as 'Meeting Agenda 01032010'.
General	All other formatting is as for letters where applicable. For example, bullets, numbered lists, dates, numbers spacing etc.



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Appendix 2 – Cover sheet information

Document type:	
Document style:	
Approved by:	
Presentation requirements:	
Audience/reader:	
Purpose:	



Appendix 3 – Covers Books: Energy and resource management policy

Energy and Resource Management Policy

Date Issued:	07 February 20XX
Date Effective:	07 February 20XX
Approved by:	DJ Mathis (owner)

Purpose

Covers Books acknowledge the importance of maintaining resources and energy for future generations. Covers also recognises that as a member of the community, the store and its employees need to use resources and energy in a manner that contributes to reduced energy and resource consumption and contributes to a sustainable future for the planet. This policy identifies energy and resource management as a significant issue and outlines steps to address these issues.

Policy

It is the policy of Covers Books to reduce energy and resource consumption whenever possible through the active efforts of management, staff and customers.

These active efforts will include, but are not limited to:

- keeping main doors closed to increase the efficiency of heating / cooling
- keeping inside thermostat set between 19°C - 23°C
- turning off lights when offices are not in use
- keeping only security lighting on when store is close
- use of energy-saving devices and lights
- minimising paper waste in all office functions
- taking full advantage of council provided recycling facilities
- encouraging customers to purchase or bring reusable bags, otherwise provide only recycled and biodegradable bags for customer purchases
- discouraging waste of energy and resources
- using power saving settings on computers and electronic devices.

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Assessment 2 – Project

Submission Details				
Student ID Number:				
Student Name:				
Assessor Name:				
Due date:				
Student Declaration:	By signing this declaration, I certify that: <ul style="list-style-type: none">• The assessment work is my own work;• All sources and materials have been acknowledged where required;• I have not copied or plagiarized in any way materials of another person or work of a fellow student and referenced all sources of information.			
Student Signature:				
Assessment Result Details				
Result:	Satisfactory		Not Satisfactory	
Feedback to Student:				
Student Declaration:	I have been provided with feedback on my assessment performance/result from Magill College Sydney assessor.			
Student Signature:				
Assessor Signature:				
Date:				



Submission details

The assessment task is due on the date specified by your assessor. Any variations to this arrangement must be approved in writing by your assessor.

Submit this document with any required evidence attached. See specifications below for details.

Performance objective

The candidate must demonstrate the knowledge, skills and abilities required to design and develop a sales report using the complex technical features of word processing software.

Assessment description

You are required to design and develop a sales report suitable for a business environment using the provided style guide, template and information.

Covers Books

Covers Books is a small bookstore located in a local shopping precinct owned by DJ Mathis. Operating for just over three years, Covers specialise in fiction books and have built up a steady business with many repeat customers from the local area. The owner is looking at taking on business partner and needs a sales report as part of the information package.

Procedure

1. DJ Mathis of Covers Books is looking at taking on a business partner to enable the expansion of the store. DJ has asked you to prepare a sales report to include in the information pack for the prospective partner.
 - a. Use the style guide (appendix 1 of Assessment 1) to design the required document.
 - b. The document will be double-sided and in colour.
2. Use the information in the Covers Sales Report Information.rtf file for the body of your report.
 - a. Format and edit the text as required.
 - b. Your report will need to include headings and subheadings, plus suitable headers and footers, including the document name, page numbers and dates.
 - c. Your report should include the company logo.
 - d. Your report will need to include a title page, with no page number.
 - e. Your report will need to include a table of contents and table of charts, these are to be numbered (i) and (ii).
 - f. Your report should be designed to make it easy to read and interpret the information and as such you will need to include tables and charts to present

the data. Make sure that tables and charts are correctly labeled and include captions.

- g. You may also wish to include any other diagrams or graphics that you feel would be appropriate.
- h. Use the software functions to ensure that the design of the document is appropriate.
- i. Use the software functions to ensure that the document will print on A4 paper, without compromising the design or layout.
- j. Use manuals, user documentation and online help to overcome problems with document design and production.
- k. Proofread the document.
- l. Complete a cover sheet (appendix 1) for your report.
- m. Print a copy of your report (double-sided) and the cover sheet.
- n. Submit the printed documents and a copy of your file to your assessor.

Specifications

You must submit:

- A printed copy of a word processed report that complies with the layout information provided in steps 1 and 2 of the above procedure
- A copy of the electronic files for the energy and resource management policy
- Your document should include:
 - the text from the provide file, formatted and edited appropriately
 - heading and subheadings, plus suitable headers and footers, including the document name, page numbers and dates.
 - the company logo
 - a title page, with no page number
 - a table of contents and table of charts, these are to be numbered (i) and (ii)
 - a design, layout and structure that makes it easy to read and interpret the information
 - at least two tables and two charts
 - any other diagrams or graphics that you feel would be appropriate.



Your assessor will be looking for evidence that you can:

- Identify the purpose of the report and apply appropriate style, document structure and layout
- Evaluate the complex technical functions of word for their usefulness in fulfilling the requirements of the task
- Match document requirements with software functions to provide efficient production of documents
- Design documents to enhance readability and appearance, and to meet organisational and task requirements for style and layout
- Use complex software functions to efficiently manipulation information and other material, and ensure consistency of design and layout
- Insert a standard table into a document and change cells to meet information requirements
- Format table rows and columns as required
- Insert images and other data and format these as required
- Preview, adjust and print documents as specifically required
- Name and store documents in accordance with specific instructions and exit the application without losing any information
- Prepare documents within timelines.



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Appendix 1 – Cover sheet information

Document type:	
Document style:	
Approved by:	
Presentation requirements:	
Audience/reader:	
Purpose:	