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Section 1: Meeting VET sector requirements

Training organisations have a range of requirements that they must meet in developing and implementing quality training and assessment strategies and practices for course programs. As a trainer, you also have a range of requirements that must be considered when implementing programs for your specific group of learners.

1.1 How Aspire's resources assist in meeting requirements

The following section outlines a range of VET sector requirements and how Aspire's resources may assist you and your training organisation in implementing a quality learning experience.

VET sector requirement	Aspire's approach
Australian Qualifications Framework The Australian Qualifications Framework is the national policy for regulated qualifications in the Australian education and training system. The AQF incorporates the quality assured qualifications from each education and training sector into a single comprehensive national qualifications framework. You and your training organisation must be aware of the requirements of the relevant AQF qualification or course requirements, from the endorsed training package, as you implement course delivery.	Aspire's learning resources, practice tasks and learning checkpoints have been pitched at a level suitable for the unit of competency and the qualifications for which it is relevant, based on the specifications in the Australian Qualifications Framework (AQF) (Second edition, January 2013). For more information regarding these specifications, and to download the Australian Qualifications Framework, visit the AQF website at: www.aqf.edu.au.
Volume of learning When developing training and assessment strategies for this unit and the qualification for which it is relevant, you and your training organisation must take into account the volume of learning requirements as defined by the Australian Qualifications Framework. An explanation of volume of learning can be accessed at: www.aqf.edu.au/wp-content/uploads/2013/06/Volume-of-Learning-Explanation.pdf	The sample delivery plans provided in section 3.2 include suggested time allocations. You may need to adjust these allocations when planning delivery in the context of a whole qualification to meet volume of learning requirements and learner needs.

Section 2: Unit of competency information

2.1 Unit of competency

BSBITU202 Create and use spreadsheets

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 correctly create and use spreadsheets and charts using spreadsheet software.

It applies to individuals who perform a range of routine tasks in the workplace using a limited range of practical skills and fundamental knowledge of creating spreadsheets in a defined context under direct supervision or with limited individual responsibility.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

2.2 Unit of competency assessment requirements

Assessment Requirements for BSBITU202 Create and use spreadsheets

Modification History

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

Performance Evidence	Evidence of the ability to: • produce documents following correct ergonomic, conservation, organisational and statutory requirements • consult with appropriate personnel as required • adhere to organisational style and presentation requirements • refer to online help function and user documentation to rectify document problems • create and modify simple charts • follow designated timelines and ensure high accuracy when preparing documents • demonstrate ability to prevent data loss and damage. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.
Knowledge Evidence	To complete the unit requirements safely and effectively, the individual must: • demonstrate knowledge of how to format workplace documents • describe organisational requirements for ergonomic standards, work periods and breaks, and conservation techniques • outline organisational guidelines on spreadsheet manipulation and processing • explain purpose and range of use of spreadsheet functions.
Assessment Conditions	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: • industry technology • organisational policies and procedures • relevant legislation • user manuals • relevant workplace documentation and resources • industry software packages. Assessors must satisfy NVR/AQTF assessor requirements.

3.2 Delivery plans

The following sample delivery plans can be used to deliver *BSBITU202 Create and use spreadsheets*. These plans, including the time allocations, are suggestions only. You may need to add to them, change them or substitute your own activities according to the interest level, experience of the learners and the specific situation. Remember, it is your responsibility as the trainer to use the most appropriate strategies for your learners.

The delivery plans have been developed for use in a face-to-face delivery environment. However, certain features of the delivery plans can be adapted to be used for individual/online learners, particularly for those parts of the learning content that necessitate some form of group interaction or communication.

Topic 1: Select and prepare resources	
Suggested time allocation: 8 hours **Suggested resources**: • Recommended reading • Slide presentation software	**Slide nos**: 2–15
Recommended reading	**Terminology checklist**
Aspire learner guide *BSBITU202 Create and use spreadsheets*, Release 1 Topic 1: Select and prepare resources	• Australian industry standards • Ergonomics • Risk management • WHS and PCBU • MSD and RSI • Workstation • Hot desking • Standing desks • Spreadsheet software • Worksheets • Columns, rows and cells • Title bar, formula bar and tool buttons • Labels and values • Multiple ranges
Suggested training strategies	
• Commence facilitation of this unit of competency by introducing learners to the Aspire learner guide for *BSBITU202 Create and use spreadsheets*. You may wish to discuss recognition of prior learning processes with learners at this stage.	
• Discuss with learners the importance of identifying the foundation skills that they develop as they progress through this unit. The preliminary pages of the learner guide include useful information regarding the foundation skills relevant for this unit.	
• Encourage learners to develop a personal glossary to record any terms that are new to them. They should record a definition and use the term in the correct context. The personal glossary could be included in a portfolio of evidence for assessment.	

3.3 Learning mapping

BSBITU202 Create and use spreadsheets, Release 1

Unit of competency		Content		Practice tasks	Learning checkpoint
Element 1: Select and prepare resources					
1.1	Adjust workspace, furniture and equipment to suit own ergonomic, work organisation and work health and safety (WHS) requirements	1A	Adjust workspace, furniture and equipment to suit user requirements	1	LC 1: Part A 1–3
1.2	Use energy and resource conservation techniques to minimise wastage in accordance with organisational and statutory requirements	1B	Minimise wastage	2	LC 1: Part B Part C Part D 1–3
1.3	Identify spreadsheet task requirements and clarify with relevant personnel as required	1C	Identify and clarify spreadsheet task requirements	3	LC 1: Part E Part F 1–3
Element 2: Create simple spreadsheets					
2.1	Ensure data is entered, checked and amended in accordance with organisational and task requirements, to maintain consistency of design and layout	2A	Enter, check and amend data while maintaining consistency of design and layout	4	LC 2: Part A 1–6 Part B Part C
2.2	Format spreadsheet using software functions; to adjust page and cell layout to meet information requirements, in accordance with organisational style and presentation requirements	2B	Use software functions to format spreadsheets	5	LC 2: Part B Part C
2.3	Ensure formulae are used and tested to confirm output meets task requirements, in consultation with appropriate personnel as required	2C	Use and test formulas to confirm output meets task requirements	6	LC 2: Part B Part C

4.2 Assessment procedures

Contextualisation

Final assessment tasks provided to candidates may need to be contextualised to include such requirements as organisational policies and procedures, work health and safety management strategies, state/territory regulatory requirements and organisational resources or equipment.

If contextualising any resources, assessors must:

- meet with key personnel within the organisation such as supervisors, human resources personnel and team leaders to identify sources of information and establish how performance and knowledge are demonstrated within the workplace

- re-map the resources in the relevant mapping documentation to ensure the integrity of the assessment tool is unaffected

- forward contextualised resources to your training organisation's compliance manager for approval.

Final assessment tasks and recommended options

The final assessment provided in Aspire's print learner guide or online resource includes an overview that is laid out as follows (or similar):

To demonstrate your competency using this final assessment you must successfully complete three assessment tasks.

Complete the following task	Part A – Questioning You will demonstrate a sound knowledge of the unit requirements in your responses.
Select and complete one of the following	Part B – Project: Creating and using spreadsheets at BizOps Enterprises You will demonstrate your skills and knowledge by completing a scenario-based project. OR Part C – Project: Creating and using spreadsheets at work You will demonstrate your skills and knowledge by completing a project in your workplace.
Select and complete one of the following	Part D – Observation Your work performance will be documented while being observed by an assessor. OR Part E – Third-party report Your work performance will be documented using a third-party report completed by a relevant supervisor.

Negotiating assessment tasks

It is critical that candidates understand the assessment tasks and expectations of their performance, as well as any options that may be available. Aspire's learner guides include a range of options for assessment (as outlined), depending on the unit being assessed and the characteristics of the candidate.

For example, a candidate completing assessment in a workplace (their own or via a work placement) may rely on a third-party report assessment. However, candidates completing assessment after a workshop-based program may require assessor observations in a simulated workplace task.

Candidates may also typically have the option of a verbal interview with their assessor or a written assessment (written questions) to demonstrate their knowledge of the unit being assessed. It should be noted that, even where only a written assessment option is provided, assessors may undertake this assessment in a verbal interview mode if suitable for the unit content, as a reasonable adjustment strategy.

4.3 Assessment mapping

BSBITU202 Create and use spreadsheets, Release 1

Unit of competency	Part A – Questioning	Part B – Project: Scenario	Part C – Project: At work	Part D – Observation	Part E – Third-party report
Element 1: Select and prepare resources					
1.1 Adjust workspace, furniture and equipment to suit own ergonomic, work organisation and work health and safety (WHS) requirements				O1	O1
1.2 Use energy and resource conservation techniques to minimise wastage in accordance with organisational and statutory requirements				O1	O1
1.3 Identify spreadsheet task requirements and clarify with relevant personnel as required		P2	P2		
Element 2: Create simple spreadsheets					
2.1 Ensure data is entered, checked and amended in accordance with organisational and task requirements, to maintain consistency of design and layout		P4	P4		
2.2 Format spreadsheet using software functions; to adjust page and cell layout to meet information requirements, in accordance with organisational style and presentation requirements		P6	P6		
2.3 Ensure formulae are used and tested to confirm output meets task requirements, in consultation with appropriate personnel as required		P8	P8		

4.5 Completing the record of outcome

Once all required assessment tasks and options have been completed satisfactorily by the candidate, the final assessment record of outcome form must be completed.

This must be submitted to your training organisation's records administration as soon as possible after the final assessment tasks are completed and marked. An example is provided here.

Record of outcome

Training organisation name:		
Candidate name:		
Unit code and title:	*BSBITU202 Create and use spreadsheets*, Release 1	
Assessor name:		
Assessor email:		
Assessor phone number:		

Assessment tasks:		**Satisfactorily completed**
	Part A – Questioning	❑
	❑ Part B – Project: Creating and using spreadsheets at BizOps Enterprises OR ❑ Part C – Project: Creating and using spreadsheets at work	❑
	❑ Part D – Observation OR ❑ Part E – Third-party report	❑