

Assessment Task

Units:	ICTICT205 Design basic organisational documents using computing packages
Candidate Name:	Engel Chad Mateo
Assessment conditions:	<p>Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the general information and communications technology (ICT) industry, and include access to:</p> <ul style="list-style-type: none"> • organisational requirements and a template for the documents • a personal computer (PC), scanner and laser printer • word-processing facilities • presentation software applications.
Instructions for Assessor:	Complete the following tasks, knowledge questions and workplace testimonial relating to your workplace or a simulated workplace.
Instructions for candidate	ENSURE THAT YOU PUT YOUR NAME AND DATE OF SUBMISSION IN THE FOOTER OF EACH DOCUMENT SUBMITTED FOR ASSESSMENT

Level of Performance Expected

AQF Expectations for level 2

Graduates at this level will have knowledge and skills for work in a defined context and/or further learning. They will have basic factual, technical and procedural knowledge of a defined area of work and learning

Graduates at this level will have basic cognitive technical and communication skills to apply appropriate methods, tools, materials and readily available information to:

- Undertake defined activities
- Provide solutions to a limited range of predictable problems

Graduates at this level will apply knowledge and skills to demonstrate autonomy and limited judgement in structured and stable contexts and within narrow parameters

Version Control

Version:	Date Updated:	Update details
1.0		Created
2.0	Jan 2018	Level of performance and instructions

Knowledge Questions

1. Explain how you choose the appropriate software to match document requirements.

I chose the appropriate software by over-viewing or organising what content and use I need for the document.

you should revisit this

2. Explain how you find, access, manipulate and save documents.

Firstly, all the documents are together in a labelled folder. Secondly, there aren't any lock to the documents so they are easily accessible. Lastly, save every time there's changes.

Locked

3. How would you store documents for wider access in your organisation?

I would store the documents with basic easy to understand names.

talk about shared drives & servers

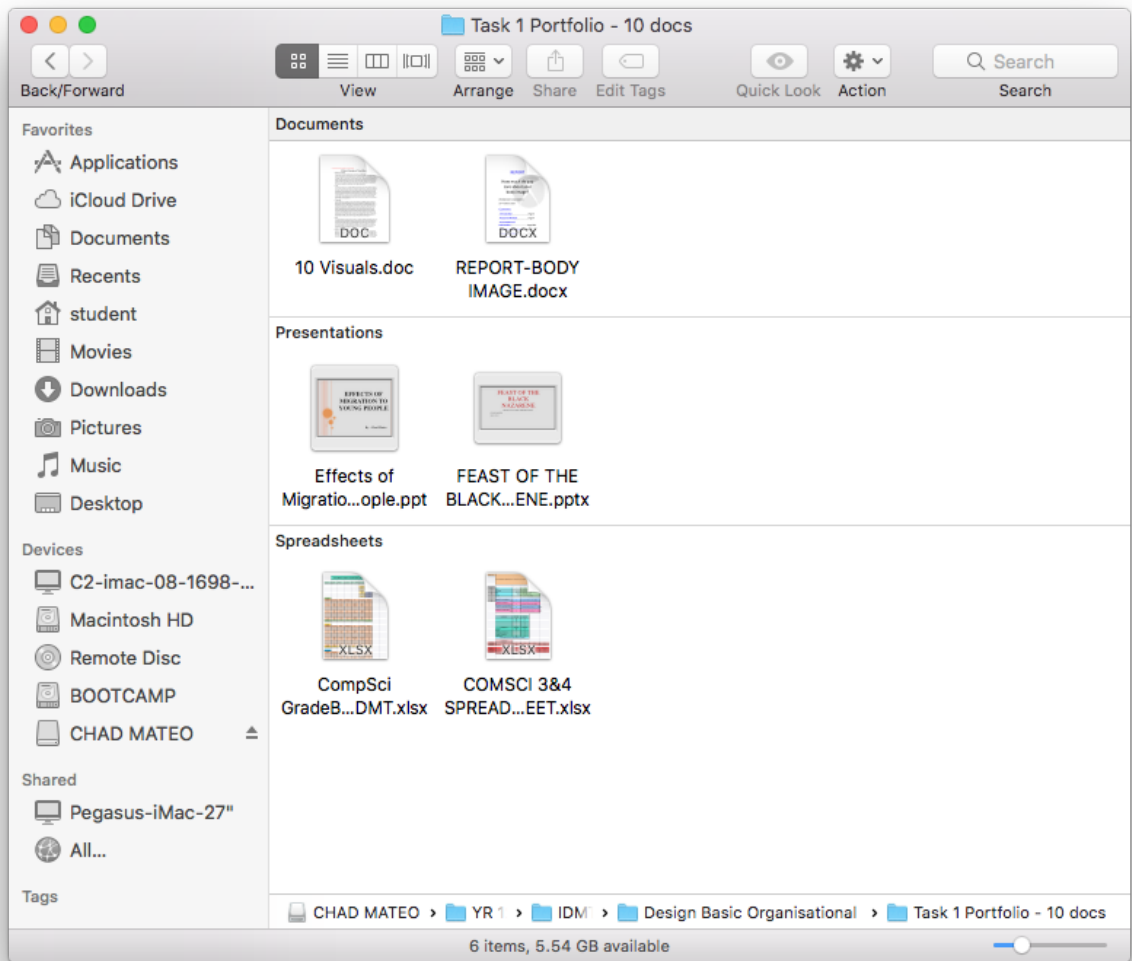
4. What is the protocol for naming and storing documents in your organisation?

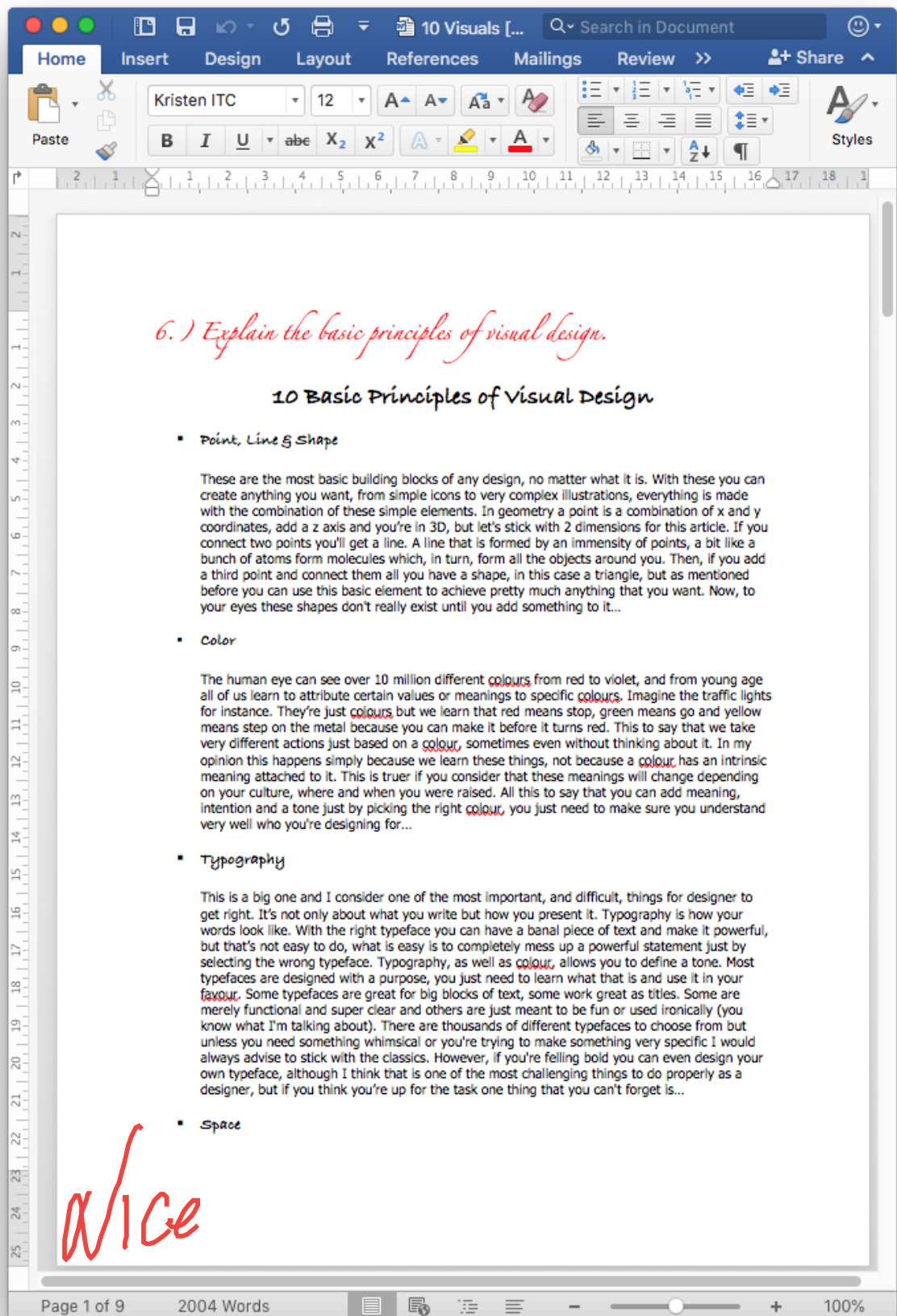
The protocol for naming and storing my documents is to name them according to their content.

give an example of what you would set it out like

Portfolio

1. Design and develop at least six (6) documents using at least 3 different software applications. Follow design guidelines and specification as provided by your trainer or organisation. Seek feedback from peers or your trainer and incorporate this feedback to improve your documents.





6.) *Explain the basic principles of visual design.*

10 Basic Principles of Visual Design

- **Point, Line & Shape**

These are the most basic building blocks of any design, no matter what it is. With these you can create anything you want, from simple icons to very complex illustrations, everything is made with the combination of these simple elements. In geometry a point is a combination of x and y coordinates, add a z axis and you're in 3D, but let's stick with 2 dimensions for this article. If you connect two points you'll get a line. A line that is formed by an immensity of points, a bit like a bunch of atoms form molecules which, in turn, form all the objects around you. Then, if you add a third point and connect them all you have a shape, in this case a triangle, but as mentioned before you can use this basic element to achieve pretty much anything that you want. Now, to your eyes these shapes don't really exist until you add something to it...
- **Color**

The human eye can see over 10 million different colours from red to violet, and from young age all of us learn to attribute certain values or meanings to specific colours. Imagine the traffic lights for instance. They're just colours but we learn that red means stop, green means go and yellow means step on the metal because you can make it before it turns red. This is to say that we take very different actions just based on a colour, sometimes even without thinking about it. In my opinion this happens simply because we learn these things, not because a colour has an intrinsic meaning attached to it. This is truer if you consider that these meanings will change depending on your culture, where and when you were raised. All this to say that you can add meaning, intention and a tone just by picking the right colour, you just need to make sure you understand very well who you're designing for...
- **Typography**

This is a big one and I consider one of the most important, and difficult, things for designer to get right. It's not only about what you write but how you present it. Typography is how your words look like. With the right typeface you can have a banal piece of text and make it powerful, but that's not easy to do, what is easy is to completely mess up a powerful statement just by selecting the wrong typeface. Typography, as well as colour, allows you to define a tone. Most typefaces are designed with a purpose, you just need to learn what that is and use it in your favour. Some typefaces are great for big blocks of text, some work great as titles. Some are merely functional and super clear and others are just meant to be fun or used ironically (you know what I'm talking about). There are thousands of different typefaces to choose from but unless you need something whimsical or you're trying to make something very specific I would always advise to stick with the classics. However, if you're feeling bold you can even design your own typeface, although I think that is one of the most challenging things to do properly as a designer, but if you think you're up for the task one thing that you can't forget is...
- **Space**

Wice

Page 1 of 9 2004 Words 100%

Home Insert Page Layout Formulas Data >> Share

Clipboard Font Alignment Number Conditional Formatting Format as Table Cell Styles

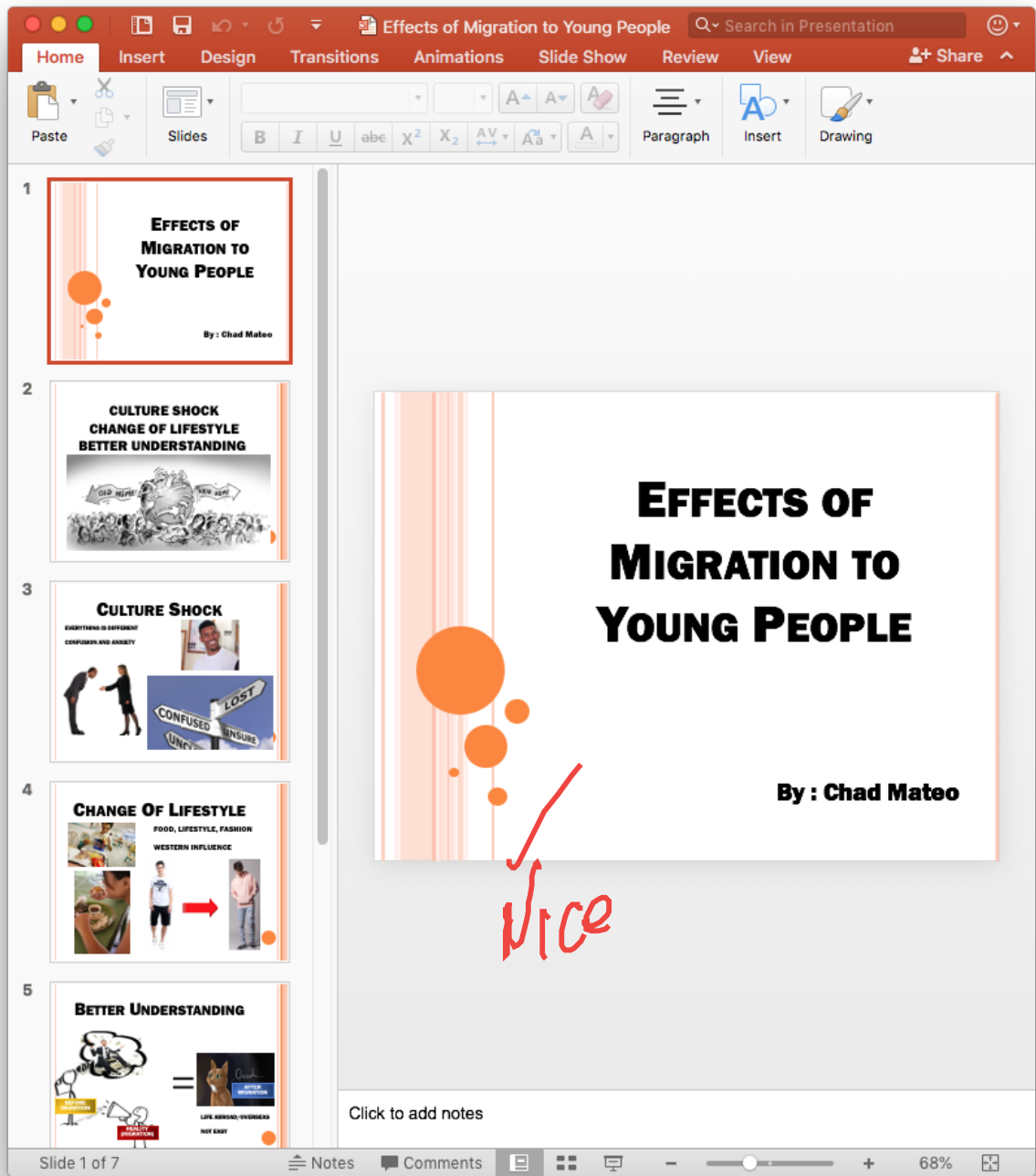
F25 fx =AVERAGE(F15:F24)

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5	Subjects:	English	Maths	CompSci	Cert 2 IDMT	Cert 2 Creative Arts			
6									
7						Score	Grade		
8						0	E		
9						35	D		
10						50	C		
11						65	B		
12						75	A		
13	English								
14	Task	Out of	Mark	% Weight	%	Score	Grade		
15	1	50	46	15	13.8	92	A		
16	2	20	17	5	4.25	85	A		
17	3	20	15	5	3.75	75	A		
18	4	100	93	20	18.6	93	A		
19	5	20	14	5	3.5	70	B		
20	6	15	15	4	4	100	A		
21	7	25	13	6	3.12	52	C		
22	8	100	95	20	19	95	A		
23	9	50	43	15	12.9	86	A		
24	10	20	19	5	4.75	95	A		
25	Final	420	370	100	87.67	84.3	A		
26									
27	Maths								
28	Task	Out of	Mark	% Weight	%	Score	Grade		
29	1	20	13	10	6.5	65	B		
30	2	10	7	5	3.5	70	B		
31	3	50	35	15	10.5	70	B		
32	4	10	8	5	4	80	A		
33	5	10	5	5	2.5	50	C		
34	6	80	66	25	20.625	82.5	A		
35	7	10	7	5	3.5	70	B		
36	8	10	6	5	3	60	C		
37	9	50	39	15	11.7	78	A		
38	10	20	14	10	7	70	B		
39	Final	270	200	100	72.825	69.55	B		
40									
41	CompSci								
42	Task	Out of	Mark	% Weight	%	Score	Grade		
43	1	90	83	25	23.06	92.22	A		
44	2	30	27	5	4.50	90.00	A		
45	3	40	35	10	8.75	87.50	A		
46	4	60	50	25	20.83	83.33	A		
47	5	50	46	25	23.00	92.00	A		
48	6	20	15	5	3.75	75.00	A		

Sheet1

Ready 100%

cool 55



2. Complete a table containing all your documents to convey the following information:

No	Document	Software	Purpose	Audience	Organisational Requirements	Changes made after feedback
1	10 Visuals	Word	Research	Class	Complete information	N/a
2	Body	Word	Report	Teacher	Correct details	Spelling and

	Image					grammars
3	Effects of migration	Powerpoint	Presentation	Class	Organised Ideas	More Picture
4	Feast of the black nazarene	Powerpoint	Presentation	Class	Organised Ideas	N/a
5	gradebook	Excel	Documentation	N/a	Data organised	N/a
6	Computer science	Excel	Task	Teacher	Labelled	Added colours

You will also need to include a copy of the organisational Style Guide in your portfolio. This style guide is directions as to what your organisation likes its documents to look like.

For example, at SSI we use a specific font and colour scheme. Most organisations will have this guide.

All of your above documents will need to follow this guide.

Collect the items you have created in the activity above and add them to your portfolio including a copy of the style guide.

*We don't have
actually have
a style guide*

Organisational Style Guide

Documents

1. Choose a software
2. Make the document
3. Label the document

Evidence

1. Organise files
2. Screenshot
3. Insert in the document

Not sure
what this
is for
Download a style
guide for our website
as an example
and include this

Workplace Testimonial

As part of the assessment requirements you must provide a testimonial as evidence of your performance in the workplace. This report must be completed by your direct line manager or supervisor. If a workplace is not available for any of the following skills, they may be assessed in a simulated workplace.

Name of Candidate:	Engel Chad Mateo		
RTO:	Skills Strategies International		
Unit of Competency:	ICTICT205 Design basic organisational documents using computing packages		
Manager/Supervisor:			
Workplace:			
Contact No:			
Does the candidate competently and consistently demonstrate the following skills in the workplace:	Y/N	Comments	
Recognises and interprets text to determine organisational guidelines and requirements, and application software specifications			
Uses appropriate and clear language and organisational protocols for labels and filenames when designing templates and developing documents			
Uses simple, relevant language, effective questioning, and active listening techniques to clarify work requirements and obtain feedback			
Takes measurements and performs calculations for document layout			
Follows routine procedures for using digital technology to enter, store and retrieve information directly relevant to role			
Understands purposes, specific functions and key features of common digital systems and tools, and operates them effectively to complete routine tasks, adapting some functions to improve personal efficiency			
Plans routine tasks with familiar goals and outcomes, taking some limited responsibility for decisions regarding sequencing			
Uses the main features and functions of digital tools to complete work tasks and access information			
Manager/Supervisor Signature:			Date: