### RPL Standard

ICTICT203 Operate Application Software Packages

**How to complete this form:**

Complete all areas in **blue** on the following pages by providing information on your previous skills and qualifications using the information below as a guide.

**Unit Description:**

### This unit describes the skills and knowledge required to identify, select and operate three commercial software packages, including a word-processing and a spreadsheet application package. To gain RPL for this unit of competency the applicant must meet the following benchmarks along with providing evidence that their current level of knowledge and skills is

Relevant to all performance criteria, knowledge and **performance evidence**.

**The applicant must provide evidence of the following to gain RPL for this unit:**

* Industry experience within a health/fitness service where direct client contact is involved, this can be within work placement from previous health courses.
* Applicants who may have completed a similar unit within a health course where they have completed.
* The applicant must have ability to open, amend and save files and documents according to organisational requirements
* The applicant must be able to apply workplace health and safety (WHS) principles and responsibilities for ergonomics, such as work periods and breaks
* The applicant must demonstrate knowledge of all Performance Criteria, Essential Knowledge and Skills

**Example Evidence:**

* Relevant transcript & certificate
* Evidence of working with the industry
* Evidence of producing workplace documents using a minimum of three (3) different software application packages
* Evidence of capability to use help manuals and online help
* Evidence of ability to identify application software packages used by the organisation and list the purpose of each

**Evidence documents may include, but not limited to:**

* Oral question of WHS principles and responsibilities for work ergonomics.
* Copy 3 documents created using different software application packages currently used in industry

### *Unit Evidence Description*

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| **Applicant Name** |  |  |  |

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| ***SIS40215*** | | Certificate IV in Fitness | | **ICTICT203 Operate application software packages** | **Office Use only** | |
| --- | --- | --- | --- | --- | --- | --- |
| **Prerequisite:** None | | | | **Sufficient** | **F.E.R.** |
| **Elements / Performance Criteria** | | | **EVIDENCE** *(Applicant; Explain in detail how your evidence relates to the required knowledge listed)* | |  |  |
| **1. Use appropriate workplace health and safety (WHS) office work practices** | | | | | | |
| 1.1 | Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are addressed | |  | |  |  |
| 1.2 | Use wrist rests and document holders where appropriate | |  |  |
| 1.3 | Use monitor anti-glare and radiation reduction screens where appropriate | |  |  |
| **2. Use appropriate word-processing software** | | | | | | |
| 2.1 | Select word-processing software appropriate to perform activity | |  | |  |  |
| 2.2 | Identify document purpose, audience and presentation requirements, and clarify with personnel as required | |  |  |
| 2.3 | Identify organisational requirements for text-based business documents, and design document structure and layout to ensure consistency of style and image | |  |  |

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| 2.4 | Match document requirements with software functions to provide efficient production of documents |  |  |  |
| 2.5 | Use technical functions, other data and formatting to finalise documents |  |  |
| 2.6 | Ensure the naming and storing of documents in appropriate directories or folders and the printing of documents to the required specifications |  |  |
| **3. Use appropriate spreadsheet software** | | | | |
| 3.1 | Select spreadsheet software appropriate to perform activity |  |  |  |
| 3.2 | Identify document purpose, audience and presentation requirements, and clarify with personnel as required |  |  |
| 3.3 | Enter simple formulas and functions using cell referencing where required |  |  |
| 3.4 | Customise spreadsheet settings to meet requirements |  |  |
| 3.5 | Ensure the naming and storing of documents in appropriate directories or folders and the printing of documents to the required specifications |  |  |

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| **4. Use a third application software package** | | | | |
| 4.1 | Select software application package appropriate to perform activity |  |  |  |
| 4.2 | Identify purpose, audience and presentation requirements, and clarify with personnel as required |  |  |
| 4.3 | Use technical functions, other data and formatting to finalise documents |  |  |
| 4.4 | Ensure documents are named and stored in appropriate directories or folders and printed to required specifications |  |  |  |

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| **Knowledge Evidence** | **EVIDENCE** (Please explain in detail how your evidence relates to each of the required skills listed) | **Office Use Only** | |
|  | | **Sufficient** | **F.E.R.** |
| Identify application software packages used by the organisation and list the purpose of each |  |  |  |
| Explain basic technical terminology related to reading help files and responding to system help prompts |  |  |  |
| Outline current business practices related to using software to prepare reports |  |  |  |
| List features and functions of commercial computing packages |  |  |  |
| Describe import and export software functions |  |  |  |
| Describe the process of linking documents |  |  |  |
| Outline WHS principles and responsibilities for ergonomics, such as work periods and breaks |  |  |  |
| Explain the purpose of input and output devices |  |  |  |

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| **Performance Evidence** | **EVIDENCE** *(This evidence will be collected via documents outlined on first page)* | **Office Use Only** | |
|  | | **Sufficient** | **F.E.R.** |
| * Produce workplace documents using a minimum of three different software application packages | *This evidence will be collected via submission of documentation requested on the first & second page.* |  |  |
| * Open, amend and save files and documents according to organisational requirements | *This evidence will be collected via oral questioning* |  |  |
| * Apply workplace health and safety (WHS) principles and responsibilities for ergonomics, such as work periods and breaks | *This evidence will be collected via oral questioning* |  |  |
| Use help manuals and online help | *This evidence will be collected via oral questioning* |  |  |

**Office Use Only**

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| **RPL Outcome** | | | | |
| **RPL Achieved** | Yes □ | No □ | |
| **Further Evidence Required** | Yes □ | No □ | |
| **Further Evidence *(list of required evidence)*** | | | | |
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| *RPL Assessor Name:* | | | *Date:* | |