

ICAITU126A Use advanced features of computer applications

This unit defines the competency required to use computer applications to their full capacity, employing all advanced features as required for productions within the cultural industries.

This unit is imported from the information technology training package, with necessary changes made to the range of variables and evidence guide statements ensuring its relevance to the cultural industries.

Element	Performance criteria
1 Manipulate data	1.1 Employ advanced features of application in the preparation and presentation of data
	1.2 Efficiently transfer data between applications
	1.3 Create and employ objects, macros and templates for routine activities
	1.4 Regularly employ shortcuts and features for increased productivity
	1.5 Link related data files as required
2 Access and use support resources	2.1 Solve routine problems with the use of support resources
	2.2 Access and use on-line help to overcome difficulties with applications
	2.3 Use manuals and training booklets to solve advanced problems
	2.4 Analyse and eliminate problems according to results
	2.5 Access technical support and troubleshoot results, and supply alert messages to technical support
3 Configure the computing environment	3.1 Enhance performance of computer
	3.2 Configure the environment according to user/organisational requirements
	3.3 Customise and optimise computer environment

Range of variables

Variable	Scope
Hardware may include but is not limited to:	<ul style="list-style-type: none"> • personal computers • networked systems
Documents may include but are not limited to:	<ul style="list-style-type: none"> • established files and applications
Software may include but is not limited to:	<ul style="list-style-type: none"> • commercial software application • organisational specific software • word processing • spreadsheet database • graphic • communication packages • presentation functionalities • multimedia and authoring packages
Organisational variables may include but are not limited to:	<ul style="list-style-type: none"> • keyboarding and accuracy as per organisational guidelines • occupational health and safety guidelines related to use of screen based equipment, computing equipment and peripherals, ergonomic workstations, security procedures
IT components can include:	<ul style="list-style-type: none"> • hardware • software • communication packages
Documentation and reporting:	<ul style="list-style-type: none"> • audit trails • naming standards • version control
Occupational health and safety standards:	<ul style="list-style-type: none"> • are as per company and statutory requirements <p>Ergonomic and environmental factors must be considered during the demonstration of this competency.</p>
Organisational standards:	<ul style="list-style-type: none"> • may be based on formal, well documented methodologies or non-existent <p>For training delivery purposes use best practice examples from industry.</p>

Evidence guide

Underpinning skills and knowledge

Assessment must include evidence of essential knowledge of, and skills in, the following areas:

- general occupational health and safety principles and responsibilities
- basic understanding of operating systems software and system tools
- broad knowledge base of vendor product directions
- broad general knowledge of vendor applications and their features
- basic understanding of troubleshooting
- broad knowledge of occupational health and safety requirements in relation to work safety, environmental factors and ergonomic considerations
- basic analysis skills in relation to normal routine work processes
- detailed skills in using applications features
- basic skill in interpreting technical information
- problems solving skills in known areas during normal routine work processes
- plain English literacy and communication skills in relation to dealing with clients and team members

Linkages to other units

This unit may be assessed with a range of other units relating to design and production of a multimedia product. For example:

- ICAITU006B Operate computing packages
- ICAITU005B Operate computing hardware
- ICAITU127A Operate system software
- CULMS413A Use information technology

Critical aspects of evidence

This unit of competence applies to a range of industry sectors. The focus of assessment will depend on the industry sector. Assessment must be customised to meet the needs of the particular sector in which performance is being assessed. Assessment should only address those variable circumstances, listed in the range of variables statements, which apply to the chosen context.

The following evidence is critical to the judgement of competence in this unit:

- the ability to use computer application to their full capacity employing all advanced features
- import/export capacities for efficiency and productivity purposes

Method and context of assessment Assessment may take place on the job, off the job or a combination of both of these. Off the job assessment must be undertaken in a closely simulated workplace environment.

Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:

- practical demonstration (direct observation may need to occur on more than one occasion to establish consistency of performance)
- role play
- case studies
- work samples or simulated workplace activities
- oral questioning/interview aimed at evaluating the processes used in developing and realising the creative concept
- projects/reports/logbooks
- third party reports and authenticated prior achievements
- portfolios of evidence which demonstrate the processes used in developing and realising the creative concept

Resource requirements Assessment requires access to a range of equipment listed in the range of variables statement, currently used by the multimedia industry.

Key competencies	Level
Collect, organise and analyse information	2
Communicate ideas and information	2
Plan and organise activities	2
Work with others and in teams	2
Use mathematical ideas and techniques	2
Solve problems	2
Use technology	2
Demonstrate cultural understanding	2