

PART A PERSONAL INFORMATION & DECLARATION of COMPETENCE					
Section 1: Personal Information and Organisational Details					
First Name		Last Name			
Job Title/ Business Name					
RTO		Site/ Campus			
Department (if relevant)		Student ID (If relevant)			
Address					
Suburb/City		Postcode			
Phone		Mobile			
Email					

SECTION 2: Declaration and Signature	
To be signed on completion of the Self-Assessment Task	
I declare that the information provided in this document is accurate and the evidence presented is authentic. I have evaluated my response and I judge that it establishes equivalent competence to the competencies set out in the Certificate I & II in Information Technology. The completed document and portfolio of evidence has been examined and verified by my qualified assessor.	
Signature of Candidate:	Date
Signature of Assessor:	Date

PART B PRACTICAL ASSESSMENT	
Student Name:	
Course Code/Title:	ICA05 Certificate I & II Information Technology
Unit Code/Title	ICAD2012A Design organisational documents using computing packages

Key to codes on the following pages:					
Evaluation					
C	Competent	FTR	Further Training Required	FER	Further Evidence Required

PRACTICAL ASSESSMENT

ICAD2012A Design organisational documents using computing packages

You will need:

- Access to a PC with Microsoft Office installed.
- Your assessor will need to provide you with the files required (contained in a folder named **RPL_ICAD2012A_prac**)
- Copy the folder onto your local disk
- A removable storage device e.g. USB drive memory stick or floppy disk, etc

Note: You are free to use Microsoft Office reference books and on-line Help

Getting Started:

- Locate the folder **RPL_ICAD2012A** on your CD ROM or network drive or as provided by your assessor.
- Copy the folder to your local disk (hard disk). You will need the file(s) later.
- Adjust your workstation according to OH&S procedures

PRACTICAL ASSESSMENT
ICAD2012A Design organisational documents using computing packages

Task	Assessor Use Only
<p>Before commencing your tasks ensure you:</p> <ul style="list-style-type: none"> } Adjust your workstation according to OH&S principles } Check your workstation and immediate work area for hazards 	<p>Element/ Performance Criteria</p>
Design documents to meet organisational needs	
<p>1 (a) Use a word processing or desktop publishing application to design a template for a facsimile cover sheet for the small business Apex Holiday Adventures.</p> <p>} Company details are located in the file apex_details located in the folder rpl_ICAD2012A_prac</p> <p>} The new template should contain:</p> <p style="padding-left: 40px;">Apex Holiday Adventures:</p> <ul style="list-style-type: none"> ▪ company name ▪ company address ▪ phone ▪ fax ▪ email ▪ website details <p>} The cover sheet should contain spaces for</p> <ul style="list-style-type: none"> ▪ recipients name ▪ position ▪ title ▪ phone and fax number ▪ subject of the facsimile ▪ footer including no. of pages in total including cover sheet ▪ date (to be entered so that it is updated automatically) 	<p>1.2 1.3 1.4</p>

} Use the following style guide:

Style	Font	Size	Format	Alignment
Heading 1	Arial	24pts	All caps Bold Shadow	Centre
Heading 2	Arial	18 pts	Bold	Left
Heading 3	Arial	16 pts	Bold	Left
Normal	Georgia	14pts		Left
Header & Footer	Arial	9 pts		

} The logo **apex_logo** (located in **rpl_ICAD2012A_prac**) should be inserted top right

(b) Save the template with the name **mytemplate** in the following locations:

i. The default templates folder

ii. Add to the folder **rpl_ICAD2012A_prac** on your local disk

1.5
2.2
2.4

2

(a) Apex Holiday Adventures have prepared a short guide to indicate the preferred structure & layout for company reports.

} Locate the document **report_structure** and open it

} Modify the heading styles so that they are in accordance with the company's style guide

} Under the Table of Contents heading, insert a Table of Contents

(b) Save the document as a **template** in the default template location. Save a back up in the folder **rpl_ICAD2012A_prac**

1.5
2.4

<p>3 The logo required for the new Apex Holiday Adventures website and database needs some adjustment. The logo should be saved in .gif format to reduce file size and .bmp format for their database</p> <p>} Open logo.tif from the rpl_ICAD2012A_prac folder</p> <p>} Save the logo in .gif format</p> <p>} Retain logo.gif, but save a copy as logo.bmp also (<i>you will need the .bmp file later for a database form</i>)</p>	<p>1.2 2.2</p>
<p>4 You have completed a sketch of a new letter template, with logo, letterhead etc inserted. Before you proceed, you wish to gain approval for the design from the appropriate person. How would you determine the appropriate person and the established procedure for communicating with that person?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>1.6</p>
<p>Access, retrieve, manipulate and save data</p>	<p>2</p>

Thank you, you have completed your Practical Assessment.

Please ensure that Part A and part B are completed.

Your assessor will advise you as to whether your application has been successful.

Assessor Use Only						
ICAD2012A Design organisational documents using computing packages					Please Tick	
Task	Element(s)/Performance Criteria				Competent	Further Training Required
1a	1.1	1.2	1.3	1.4		
1b	1.5	2.2	2.4			
2a	1.2	1.4	2.2	2.3		
2b	1.5	2.4				
3	1.2	2.2	2.3			
4a	1.6					
4b	2.2					
4c	2.1	2.2	2.3	2.4		
4d	2.4					
Comments:						