

Title	Produce simple desktop published documents using templates		
Level	1	Credits	2

Purpose	People credited with this unit standard are able to produce simple desktop published documents using templates.
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Classification	Computing > Generic Computing
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Available grade	Achieved
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Guidance Information

- 1 Specifications for each document will be provided to the learner, and must include but are not limited to – size and orientation, type and purpose of document, use of colour, file management, print layout requirements.

Templates, graphics and text may be supplied to the learner, must be copyright free, and may include access to creative commons and/or royalty free images. This unit standard does not assess design in terms of layout, but documents must comply with New Zealand legislation including the Privacy Act and Copyright Act.

- 2 Legislation relevant to this unit standard includes but is not limited to the:
 - Copyright Act 1994
 - Copyright (New Technologies) Amendment Act 2008
 - Harmful Digital Communications Act 2015
 - Health and Safety at Work Act 2015
 - Privacy Act 2020
 - and any subsequent amendments.
 Current legislation and regulations can be accessed at <http://legislation.govt.nz>.

- 3 Definition

Copyright refers to the exclusive legal right given to a creator to control the reproduction of their work.

- 4 References

ACC5637 Guidelines for Using Computers - Preventing and managing discomfort, pain and injury. Accident Compensation Corporation - Department of Labour, 2010; available from WorkSafe New Zealand, at <https://www.worksafe.govt.nz/topic-and-industry/work-related-health/ergonomics/safely-using-computers-at-work/>.
 Copyright Licensing New Zealand, resources available from <https://www.copyright.co.nz/>.

Outcomes and performance criteria

Outcome 1

Produce simple desktop published documents using templates.

Range three desktop published documents are required.

Performance criteria

- 1.1 Templates are selected which are appropriate for the type and purpose of the document.
- 1.2 Graphics and text are selected, oriented and sized according to the supplied specifications, and referenced in accordance with recognised copyright requirements.
- Range may include – creative commons, royalty free images.
- 1.3 Colour is selected and used according to the supplied specifications.
- Range may include but is not limited to – font colour, fill colour, background colour, image colour.
- 1.4 The document files are managed according to the file management specifications provided.
- Range may include but is not limited to – file type, file name, file location.
- 1.5 The documents are proof-read and edited, as required, to meet the supplied specifications.
- 1.6 The documents are printed in hard or soft copy in accordance with the supplied specifications.

Planned review date	31 December 2026
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 September 1994	31 December 2013
Review	2	24 September 1997	31 December 2013
Revision	3	28 July 1998	31 December 2013
Review	4	30 July 2002	31 December 2013
Revision	5	16 July 2004	31 December 2013
Review	6	22 May 2009	31 December 2015
Rollover and Revision	7	19 September 2013	31 December 2019
Review	8	19 January 2017	31 December 2024
Review	9	26 May 2022	N/A

Consent and Moderation Requirements (CMR) reference

0099

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Toi Mai Workforce Development Council qualifications@toimai.nz if you wish to suggest changes to the content of this unit standard.