

Version 7 Changes to Units 2781, 2785, 2788, 2791

The following table gives a basic summary of the major changes to each listed unit standard.

Unit Standard		Summary of Changes
Number	Version	
2781	7	<ul style="list-style-type: none"> • “Explanatory notes” heading changed from “Special notes” • Explanatory note 2 now reads: “<i>Personal Computer system</i> for the purposes of this standard means either a stand-alone computer system or a computer linked to a network. (words “<i>either a stand-alone computer system or</i>” have been added). • Explanatory note 5 is added: “Students cannot use credit for both this unit standard and achievement standard 91070, <i>Demonstrate understanding of basic concepts of information management</i>, towards a national qualification, including a National Certificate of Educational Achievement. • All “Outcomes and evidence requirements” headings changed from “Elements and performance criteria” • Outcome 1 Range changed to: “includes but is not limited to – opening, copying, naming, renaming, moving, deleting.” (words “<i>administering access rights</i>” have been deleted). • Evidence requirements 3.2 Range changed to: “security measures may include but are not limited to – passwords, log-off, shutdown, physical security (locked room, locked keyboards, and/or locked workstations), anti-virus/trojan software, firewalls, administering access rights. Evidence of three measures is required.” (words “<i>administering access rights</i>” have been added). • Version 6 : Last date of Assessment 31 December 2013
2785	7	<ul style="list-style-type: none"> • “Explanatory notes” heading changed from “Special notes” • All “Outcomes and evidence requirements” headings changed from “Elements and performance criteria” • Version 6 : Last date of Assessment 31 December 2013
2788	7	<ul style="list-style-type: none"> • “Explanatory notes” heading changed from “Special notes” • Explanatory note 6 now reads: Definitions <i>Organisational requirements</i> mean the documented policies and procedures or commonly accepted practices of a workplace, school or training provider. The candidate must be given access to these prior to being assessed against this unit standard. <i>Presentation</i> means the documents produced must show consistent application of the principles of page layout, which may include but are not limited to – composition of elements upon the page, text hierarchy, consistent typography, balance, harmony, proportion, sequence, contrast repetition, alignment, and proximity. (whole of “<i>Presentation</i>” paragraph has been added). • All “Outcomes and evidence requirements” headings changed from “Elements and performance criteria” • Version 6 : Last date of Assessment 31 December 2013

Unit Standard		Summary of Changes
Number	Version	
2791	7	<ul style="list-style-type: none"> • “Explanatory notes” heading changed from “Special notes” • All “Outcomes and evidence requirements” headings changed from “Elements and performance criteria” • Outcome 1 now reads: “Integrate spreadsheet and database data into word processed documents to meet a set brief.” <i>(plural has been added to “...documents to meet a set brief.”).</i> • Evidence requirement 1.3 now reads: “The word processed documents containing integrated data are mail-merged using database data to meet the requirements of the brief.” <i>(plural has been added to “...documents containing integrated data are...”).</i> • Evidence requirement 1.4 now reads: “The mail-merged documents are printed to hardcopy and checked for readability, legibility, presentation, accuracy and correct mail-merge.” <i>(plural has been added to “The mail-merged documents are printed...”).</i> • Version 6 : Last date of Assessment 31 December 2013