CFABAA211 - SQA Code HC90 04

Produce documents in a business environment

Overview

This standard is about producing high-quality, attractive documents to agreed specifications. It includes clarifying the requirements for the document, checking work for accuracy and editing and correcting text as necessary. It is for administrators who produce documents.

CFABAA211 - SQA Code HC90 04

Produce documents in a business environment

Performance criteria

You must be able to:

P1	confirm the purpose, content, style and deadlines for the document
P2	prepare the required resources
P3	organise the required content
P4	use available technology appropriate to the document being produced
P5	produce the document in the agreed style
P6	integrate non-text objects in the agreed layout, where required
P7	check for accuracy, editing and correcting text as necessary
P8	clarify document requirements, when necessary
P9	store the document safely and securely in approved locations

CFABAA211 - SQA Code HC90 04

Produce documents in a business environment

Knowledge and understanding

You need to know and understand:

K1 the different types of documents that may be produced and document styles that could be used

K2 the different formats in which the text may be presented

K3 the purpose and benefits of agreeing the purpose, content, style, quality standards and deadline for production of the document

K4 the different types of technology available for inputting, formatting and editing text and their main features

K5 the types of resources needed to produce high- quality and attractive documents

K6 how to organise content needed for the document

K7 how to integrate and layout text and non-text objects

K8 how to check for accuracy and correctness – including spelling, grammar and punctuation – and the purpose of doing this

K9 how to store the document safely and securely

K10 the purpose of confidentiality and data protection

CFABAA211 - SQA Code HC90 04

Produce documents in a business environment

Additional Information

Skills

1. checking
2. designing
3. listening
4. managing time
5. negotiating
6. organising
7. questioning
8. using technology

Links to other NOS

Document Production; IT; Health, Safety and Security of People, Premises and Property

The candidate and assessor must only sign below when all Performance Criteria and Knowledge points have been met.

Unit assessed as being complete

Candidate's Name:	
Candidate's Signature:	
Date submitted to assessor as complete:	

Assessor's Name:	
Assessor's Signature:	
Date assessed as complete:	

Internal Verification —

to be completed in accordance with centre's IV strategy

Evidence for this Unit was sampled on the following date/s:	**IV's Signature**	**IV's Name**

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

Date of admin check	**IV's Signature**	**IV's Name**

Unit completion confirmed

IV's Name:	
IV's Signature:	
Date complete:	