

224 Produce documents

Summary

Produce high quality, attractive documents to agreed specifications.

You will apply the following skills:

- Listening
- Managing time
- Questioning
- Checking
- Reading
- Using technology
- Organising
- Writing

Performance Indicators

You will:

1. Confirm the purpose, content, style, quality standards and deadlines for the document
2. Prepare the resources you need
3. Organise the content you need
4. Make efficient use of the technology available
5. Produce the document in the agreed style
6. Integrate non-text objects in the agreed lay-out
7. Check for accuracy, editing and correcting as necessary
8. Seek clarification when necessary
9. Store the document safely and securely in an approved location
10. Present the document in the required format within agreed deadlines and quality standards

Knowledge

You will know:

1. Why it is important to produce high quality and attractive documents
2. The different types of documents that you may be asked to produce and the document styles you should use
3. The different formats in which the text may be presented
4. Why it is important to confirm the purpose, content, style, quality standards and deadlines for the document
5. The different types of technology available for inputting, formatting and editing text and their main features
6. The types of resources you need to produce high quality and attractive documents
7. How to organise the content you need for the document
8. How to integrate and lay out text and non-text
9. How to check for accuracy and correctness – including spelling and grammar – and why this is important
10. Why it is important to store the document safely and securely and how to do so
11. The importance of confidentiality and data protection
12. Why it is important to meet quality standards and deadlines