

Unit D79F 04 (1R4)

Prepare and copy routine documents

This Unit has the following elements:

Element 1 (1R4.1)

Prepare routine documents

Element 2 (1R4.2)

Photocopy routine documents

Candidate Name:

Assessment Centre:

I have completed the requirements of this Unit.

Candidate signature: _____ **Date:** _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ **Date:** _____

Assessor counter signature:
(where applicable) _____ **Date:** _____

IV signature: _____ **Date:** _____

IV counter signature:
(where applicable) _____ **Date:** _____

Unit D79F 04 (1R4)

Prepare and copy routine documents

Unit Summary

This Unit is about typing up and photocopying routine documents, such as letters and memos, using a keyboard.

This Unit is the same as the Council for Administration Unit 103.

The typical day-to-day activities you might carry out for this Unit include:

- ◆ getting instructions about the contents and layout of the document to be processed
- ◆ typing up the document
- ◆ checking for mistakes and correcting these
- ◆ storing document safely
- ◆ photocopying documents

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Prepare and copy routine documents

Element 1 (1R4.1)

Prepare routine documents

What you must do (circled numbers must be observed)		Assessor initials/date
Evidence for the remaining points may be assessed through questioning or witness testimony		
①	Check the original and ask questions if there is anything you are not sure about	
②	Type up and layout the document as you were asked to do	
③	Check the document and correct any mistakes	
④	Make any further changes that you are asked to	
⑤	Keep the original and store your document safely	
⑥	Complete the work on time or tell the relevant person if you have any problems	

What you must cover (minimum requirement for observation in italic and bold)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through questioning or witness testimony						
<i>Using all of the following checking methods:</i>						
using a dictionary						
asking your line manager						

Examples of evidence

Observing the candidate preparing routine documents whilst performing their job eg typing documents from hand written notes in to a standard format.

Work products produced by the candidate whilst performing their job eg copies of the original and reproduced document together with any feedback from the person requesting the work.

Authentic witness testimonies eg from the candidate's line manager, team leader or the person the work was prepared for.

Responses to questions asked by the assessor to confirm the candidate's competence, particularly for underpinning knowledge, scope or contingencies.

Unit D79F 04 (1R4)**Prepare and copy routine documents****Element 1 (1R4.1)****Prepare routine documents**

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		
5		
6		

Unit D79F 04 (1R4)

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Element 2 (1R4.2)

Photocopy routine documents

What you must do (circled numbers must be observed)		Assessor initials/date
Evidence for the remaining points may be assessed through questioning or witness testimony		
①	Use the photocopier according to the manufacturer's instructions	
②	Produce the number of photocopies you were asked to	
③	Make sure the quality of the photocopies is acceptable to the person who asked for them	
④	Waste as little paper as possible	
⑤	Sort and fasten the photocopies securely and in the correct order	
⑥	Follow routine procedures for dealing with any photocopier problems that you are allowed to deal with	
⑦	Report any other problems to the relevant person	
⑧	Complete the work on time or report to the relevant person if you cannot meet their deadline	

What you must cover (minimum requirement for observation in italic and bold)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through questioning or witness testimony						
<i>Dealing with both of the following problems:</i>						
photocopier out of paper						
original incorrectly positioned						

Examples of evidence

Observing the candidate dealing with problems while photocopying routine documents whilst performing their job eg reporting problems with the photocopier which cannot be resolved.

Work products produced by the candidate whilst performing their job eg any completed forms requesting documents to be copied and details of when the work was received and completed.

Authentic witness testimonies eg from the candidate's line manager, team leader or the person the work was prepared for.

Responses to questions asked by the assessor to confirm the candidate's competence, particularly for underpinning knowledge, scope or contingencies.

Unit D79F 04 (1R4)**Prepare and copy routine documents****Element 2 (1R4.2)****Photocopy routine documents**

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		
5		
6		

Unit D79F 04 (1R4)**Prepare and copy routine documents**

What you must know for the Unit	
For the whole Unit	
K1	The health and safety requirements when using a keyboard and photocopier equipment
K2	Why it is important to produce the document on time or tell the relevant person that you will not be able to
Element 1 (1R4.1) Prepare routine documents	
K3	Why it is important to check over an original and make sure you can read it before you start typing up a document
K4	Standard ways of laying out routine documents such as letters and memos
K5	Why it is important to check the document for errors
K6	How to proof read documents for errors
K7	How to use manual or electronic dictionaries to check for spelling
K8	Why it is important to store the document safely and keep the original
Element 2 (1R4.2) Photocopy routine documents	
K9	How to use the photocopier correctly for single page and multi-page copies
K10	Why it is important to use the photocopier correctly
K11	Why it is important to make sure the quality of the photocopies is acceptable
K12	Why it is important to waste as little paper as possible
K13	How to sort and fasten documents correctly and why it is important to do so
K14	How to deal with routine problems with photocopiers
K15	Who should deal with photocopier problems that you cannot sort out yourself

Knowledge evidence retained

Assessor signature: _____**Date:** _____

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Candidate name:		Assessor initials/date
Ref	Supplementary evidence	
A		
B		
C		
D		
E		
F		
G		
H		

Assessor Feedback