

Unit PPL2FOH5 (HL39 04) Produce Documents in a Business Environment

I confirm that the evidence detailed in this unit is my own work.

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| **Candidate’s name** |  | **Candidate’s signature** |  | **Date** |
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I confirm that the candidate has achieved all the requirements of this unit.

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| **Assessor’s name** |  | **Assessor’s signature** |  | **Date** |
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| **Countersigning — Assessor’s name**  **(if applicable)** |  | **Countersigning — Assessor’s signature**  **(if applicable)** |  | **Date** |
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I confirm that the candidate’s sampled work meets the standards specified for this unit and may be presented for external verification.

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| **Internal verifier’s name** |  | **Internal verifier’s signature** |  | **Date** |
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| **Countersigning — Internal verifier’s name**  **(if applicable)** |  | **Countersigning — Internal verifier’s signature**  **(if applicable)** |  | **Date** |
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| **External Verifier’s initials and date (if sampled)** |  |

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| **Unit overview** |
| This unit is about producing high quality attractive documents to agreed specifications. It is for anyone that carries out administration tasks as part of their normal activities whereby producing documents is regularly completed. |

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| **Sufficiency of evidence** |
| There must be sufficient evidence to ensure that the candidate can consistently achieve the required standard over a period of time in the workplace or approved realistic working environment. |

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| **Performance criteria** |
| **What you must do:** |
| There must be evidence for all Performance Criteria (PC). The assessor **must** assess PCs 1-5 and 7-9 by directly observing the candidate’s work.  PC 6 may be assessed by alternative methods if observation is not possible. |
| **1 Confirm the purpose, content, style and deadlines for the document.**  **2 Prepare the required resources.**  **3 Organise the required content.**  **4 Use available technology appropriate to the document being produced.**  **5 Produce the document in the agreed style.**  6 Integrate non-text objects in the agreed layout, where required.  **7 Check for accuracy, editing and correcting text as necessary.**  **8 Clarify document requirements, when necessary.**  **9 Store the document safely and securely in approved locations.** |

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| **Evidence reference** | **Evidence description** | **Date** | **Performance criteria** | | | | | | | | |
| **What you must do** | | | | | | | | |
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| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** |
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| **Knowledge and understanding** | | **Evidence reference**  **and date** |
| **What you must know and understand** | |
| For those knowledge statements that relate to **how** the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In **all** other cases, evidence of the candidate’s knowledge and understanding must be gathered by alternative methods of assessment (eg oral or written questioning). | |
| 1 | The purpose and benefits of producing high-quality and attractive documents |  |
| 2 | The different types of documents that may be designed and produced and document styles that could be used |  |
| 3 | The different formats in which the text may be presented |  |
| 4 | The purpose and benefits of agreeing the purpose, content, style, quality standards and deadline for production of the document |  |
| 5 | The different types of technology available for inputting, formatting and editing text and their main features |  |
| 6 | The types of resources needed to produce high-quality and attractive documents |  |
| 7 | How to organise content needed for the document |  |
| 8 | How to integrate and layout text and non-text objects |  |
| 9 | How to check for accuracy and correctness – including spelling, grammar and punctuation – and the purpose of doing this |  |
| 10 | The purpose of storing the document safely and securely and how to do so |  |
| 11 | The purpose of confidentiality and data protection |  |
| 12 | The purpose and benefits of meeting deadlines |  |

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# Supplementary evidence

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| **Evidence** | | **Date** |
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| **Assessor feedback on completion of the unit** |
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