



Produce business documents

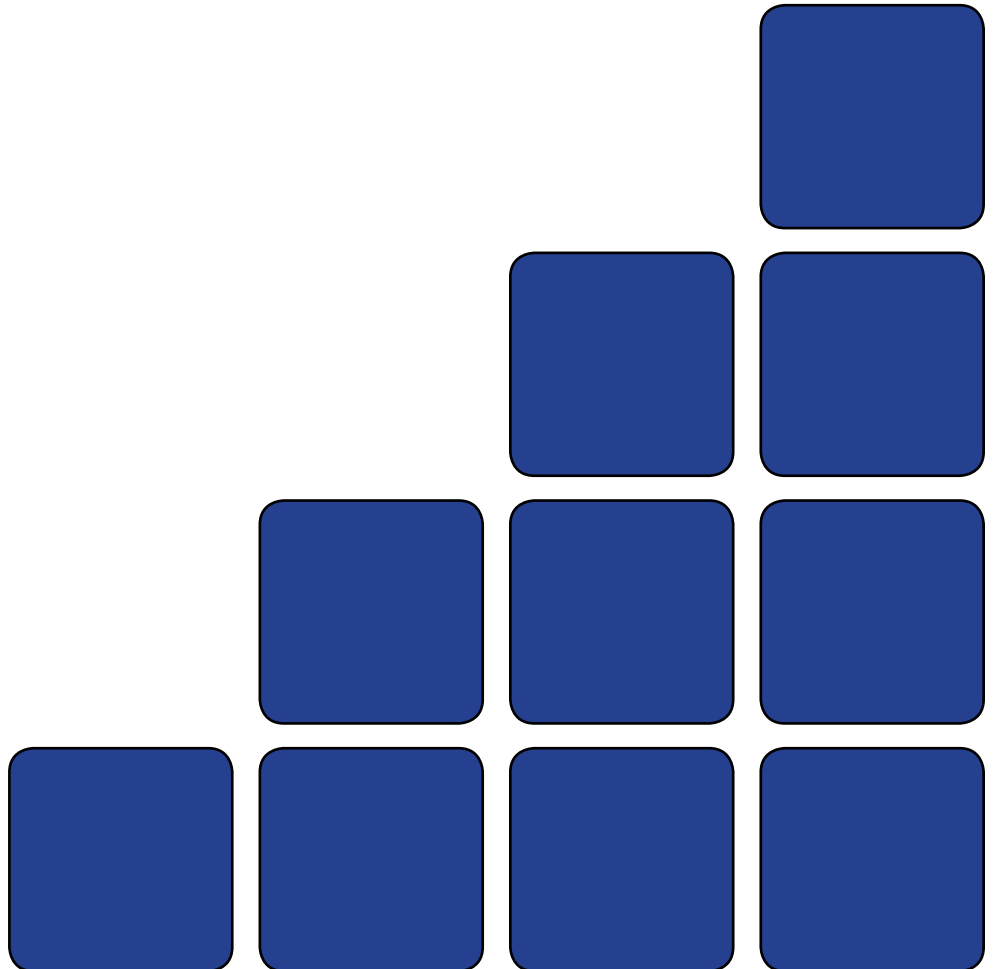
UBU78

Y/506/1809

Learner name:

Learner number:

VRQ



UBU78

Produce business documents

The aim of this unit is to develop the knowledge, understanding and skills to produce documents in a business environment. You will learn how the tone, language and presentation affects the document produced. You will also learn how to produce documents to meet requirements and within agreed timescales.

Level

2

Credit value

3

GLH

24

Observation(s)

0

External paper(s)

0



Produce business documents

Learning outcomes

On completion of this unit you will:

1. Understand how to prepare business documents
2. Be able to prepare business documents
3. Be able to distribute business documents

Evidence requirements

1. *Knowledge outcomes*
There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.
2. *Tutor/Assessor guidance*
Your tutor **must** refer to the '**Skills CFA Assessment Strategy**' when delivering this unit. This can be found on www.vtct.org.uk under the relevant qualification page.

You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.

For guidance on the assessment material for some individual units please refer to the '**Assessment Guidance**'. This can be found on www.vtct.org.uk under the relevant qualification page.
3. *External paper*
There is no external paper requirement for this unit.

Developing knowledge

Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below*:

- Projects
- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies
- Professional discussion

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

Relationship to National Occupational Standards

This unit is linked to Business and Administration (2013) National Occupational Standards:

- CFABAA211 Produce documents in a business environment

**This is not an exhaustive list.*

Knowledge



Learning outcome 1

Understand how to prepare business documents

You can:	Portfolio reference
a. Explain the requirements for language, tone, image and presentation for different documents	
b. Explain how to integrate images into documents	
c. Describe how corporate identity impacts upon document production	
d. Explain the requirements of data protection, copyright and intellectual property legislation relating to document production	
e. Describe organisational procedures for version control	
f. Describe security requirements relating to document production	

Learning outcome 2

Be able to prepare business documents

You can:	Portfolio reference
a. Identify the purpose, audience, content, style, format and deadlines of a document	
b. Use document production resources in line with organisational guidelines	
c. Use correct grammar, spelling, punctuation and sentence structure	
d. Produce documents that meet the requirements within the agreed timescale	

Learning outcome 3

Be able to distribute business documents

You can:	Portfolio reference
a. Provide final documents in the appropriate medium for authorised readers	
b. Specify restrictions and distribution lists in accordance with the requirements	
c. Maintain the requirements of security in the production, distribution and storage of documents	

Notes

Use this area for notes and diagrams