



# Administration (Business Professional)

<b>Unit Title:</b>	<b>Creating business documents</b>
OCR unit number:	2
Level:	1
Credit value:	3
Guided learning hours:	30
Unit reference number:	K/502/4005

## Unit aim

---

The aim of this unit is for learners to develop the skills to identify and produce a variety of business documents.

Learning outcomes	Assessment criteria	Knowledge, understanding and skills
<b>The Learner will:</b> 1 Know that there are different types of business document	<b>The Learner can:</b> 1.1. Identify different types of business document and when they might be used  1.2. State why templates are used for some business documents	<ul style="list-style-type: none"><li>• Letter</li><li>• Memo</li><li>• Email</li><li>• Notice</li><li>• Advertisement</li></ul>
2 Know why it is important to use the right communication style in business documents	2.1. Give examples of when to use a formal or informal communication style  2.2. State why some businesses adopt a 'house style' for certain documents	<ul style="list-style-type: none"><li>• External letters</li><li>• Internal letters</li><li>• Email – internal and external</li></ul>



## Guidance on assessment and evidence requirements

---

This unit is assessed using a model assignment. OCR has produced a model assignment for each unit which centres may use for the purpose of assessment. The model assignment contains a scenario or real-life situation and related tasks which are based on the assessment criteria of the unit.

Centres may either use the model assignment as an entire, holistic assessment for an individual unit, adapt it to suit individual candidates' needs or devise their own assignment. If they choose to adapt the assignment or devise their own assignment they must ensure that the modified assignment will provide candidates with sufficient opportunity to demonstrate achievement of all the assessment criteria in the unit.

Please refer to the model assignment for this unit which can be found on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).

## Functional skills signposting

---

The functional skills mapping for this unit is detailed in the centre handbook which can be found on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).

## Additional information

---

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).