OCR
Oxford Cambridge and RSA

Unit Title:	**Produce documents in a business environment**
OCR unit number	212
Sector unit number	T/601/2482
Level:	2
Credit value:	4
Guided learning hours:	15

Unit purpose and aim

This unit is about preparing high quality and attractive documents to agreed layouts, formats, styles to meet agreed deadlines.

Learning Outcomes	Assessment Criteria	Exemplification
The Learner will:	**The Learner can:**	Learning outcomes 1, 2 and 3 must be assessed using methods appropriate to the assessment of knowledge and understanding. A holistic approach to assessment should be adopted so that one piece of evidence covers more than one learning outcome and several assessment criteria and where appropriate, can be evidenced across units.
1. Understand the purpose of producing high quality and attractive documents in a business environment	1.1 Outline different types of documents that may be produced and the different styles that could be used	
	1.2 Describe different formats in which text may be presented	
	1.3 Explain the purpose and benefits of producing high quality and attractive documents	
2. Know the resources and technology available and how to use them when producing documents in a business environment	2.1 Describe the types of resources available for producing high quality and attractive documents	
	2.2 Outline ways of using different resources to produce documents	
	2.3 Describe different types of technology available for inputting, formatting and editing text, and their main features	
3. Understand the purpose of following procedures when producing documents in a business environment	3.1 Explain the benefits of agreeing the purpose, content, style, and deadlines for producing documents	

2	3.2 Outline different ways of organising content needed for documents	
	3.3 Outline ways of integrating and laying out text and non-text	
	3.4 Describe ways of checking finished documents for accuracy – including spelling, grammar and punctuation – and correctness, and the purpose of doing so	
	3.5 Explain the purpose of storing documents safely and securely, and ways of doing so	
	3.6 Explain the purpose of confidentiality and data protection when preparing documents	
	3.7 Explain the purpose and benefits of meeting deadlines	
4. Be able to prepare for tasks	4.1 Confirm the purpose, content, style and deadlines for documents	Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to produce documents in a business environment
5. Be able to produce documents to agreed specifications	5.1 Prepare resources needed to produce documents	
	5.2 Organise the content required to produce documents	
	5.3 Make use of technology, as required	
	5.4 Format and produce documents to an agreed style	
	5.5 Integrate non-text objects into an agreed layout, if required	
	5.6 Check texts for accuracy	
	5.7 Edit and correct texts, as required	
	5.8 Clarify document requirements, when necessary	

| | 5.9 Store documents safely and securely following organisational procedures | |
| | 5.10 Present documents to the required format and within the agreed deadlines | |

Assessment

This unit is centre assessed and externally verified. Your assessor will use a range of assessment methods which may include:

- observation of performance in the work environment
- examination work products
- questioning the learner
- discussing with the learner
- use of others (witness testimony)
- looking at learner statements
- recognising prior learning

Evidence requirements

A range of evidence should be gathered to cover the Learning Outcomes and Assessment Criteria. Examples may include:

- Work instructions

- Work plans including resources and deadline details

- Draft documents

- Completed documents which meet organisational requirements

- Screen prints

- Records of where clarification was sought

Guidance on assessment and evidence requirements

Refer to sections on Assessment and Evidence requirements above.

National Occupational Standards (NOS) mapping/signposting

This unit is based on the BAA211 Produce documents in a business environment.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Link to functional skills standards http://www.qcda.gov.uk/15565.aspx

Functional Skills Standards					
English		**Mathematics**		**ICT**	
Speaking and Listening	✓	Representing	✓	Use ICT systems	✓
Reading	✓	Analysing		Find and select information	✓
Writing	✓	Interpreting		Develop, present and communicate information	✓

Resources

Access to a working environment with associated equipment and resources

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 .