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| Unit Title: | Design and produce documents in a business environment |
| OCR unit number | 312 |
| Sector unit number | M/601/2531 |
| Level: | 3 |
| Credit value: | 4 |
| Guided learning hours: | 25 |

Unit purpose and aim

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

| Learning Outcomes | Assessment Criteria | Exemplification |
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| The Learner will: 1. Understand the purpose and value of designing and producing high quality and attractive documents | The Learner can: 1.1 Describe different types of documents that may be designed and 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 designing and producing high quality and attractive documents | 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 |
| 2. Know the resources available to design and produce documents and how to use them | 2.1 Describe the types of resources needed to design and produce high quality and attractive documents 2.2 Explain the purpose and benefits of using different types of resource to design and produce high quality and attractive documents 2.3 Describe different types of technology available for inputting, formatting and editing text, and their main features | |

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| <p>3. Understand the purpose and value of following procedures when designing and producing documents</p> | <p>3.1 Explain the value and benefits of agreeing the purpose, content, style, and deadlines for the design and production of documents</p> <p>3.2 Describe ways of researching and organising content needed for documents</p> <p>3.3 Describe ways of integrating and laying out text and non-text</p> <p>3.4 Describe ways of checking finished documents for accuracy – including spelling, grammar and punctuation – and correctness, and the purpose of doing so</p> <p>3.5 Explain the purpose of storing documents safely and securely, and ways of doing so</p> <p>3.6 Explain the purpose of confidentiality and data protection when preparing documents</p> <p>3.7 Explain the purpose and benefits of meeting deadlines</p> | |
| <p>4. Be able to design and produce documents to agreed specifications</p> | <p>4.1 Agree the purpose, content, style and deadlines for documents</p> <p>4.2 Identify and prepare resources needed to design and produce documents</p> <p>4.3 Research and organise the content required for documents</p> <p>4.4 Make appropriate and efficient use of technology, as required</p> <p>4.5 Design, format and produce documents to an agreed style</p> <p>4.6 Integrate non-text objects into an agreed layout, if required</p> | <p>Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to design and produce documents in a business environment</p> |

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| | <p>4.7 Check texts and objects for accuracy</p> <p>4.8 Edit and correct texts and objects as required</p> <p>4.9 Clarify document requirements, if necessary</p> <p>4.10 Store documents safely and securely following organisational procedures</p> <p>4.11 Present documents to the required format, and within the agreed deadlines</p> | |
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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 requests
- Work plans including resources and deadline details
- Records of research undertaken
- 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 BAA212 Design and 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.gcda.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 .