

# Learning assessment Guide

## Unit Standard 108 – Version 5

### Apply language and text processing skills to produce business documents

### Level 3 – 5 Credits

<b>Assessment Summary</b>			
<b>Learner to complete</b>			
<b>Learner's name:</b>			
<b>Employer:</b>			
<b>NSN no. (ROL):</b>		<b>DOB:</b>	
<b>Signed:</b>		<b>Date:</b>	
<b>Assessor to complete</b>			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
<b>Assessor's name:</b>		<b>Assessor's No.</b>	
<b>Signed:</b>		<b>Date:</b>	

## Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

This assessment guide is made up of:

- Task sheets for you to complete.
- A checklist relating to the business documents supplied for your assessor to complete.
- A “Verification Form” for your manager to complete.
- Assessment results that the assessor will use to assess your competence.

The tasks in this assessment are designed to show your assessor that you can apply language and text processing skills to produce business documents.

## Assessment Task One – Element 1

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### **Task Instructions**

1. Select five different business documents that you have produced recently, including ones for which the notes, base documents, draft and amendments are still available.

You may choose the type of documents you produce for assessment. The list below contains suggestions but doesn't limit the types of business document that may be used.

Each document you submit must be of a different type, for example:

- business correspondence
  - financial reports
  - meeting documents
  - formal reports
  - travel documents
  - promotional and advertising material
  - entertainment and social information
  - forms.
2. Ensure that you select documents that you have edited and proofread and that the format and layout meets the purpose for which the documents are intended.

Also ensure that these documents were produced in the time frame that they were required.

Between them the 5 documents must contain examples of the following:

- incorporation of hand-written annotations
- incorporation of printed amendments
- the use of calculations
- the use of business terms and abbreviations
- the use of numbers
- the use of columns and tables
- the use of boxes and / or borders

The documents must be accompanied by notes, amendments and source documents to allow your assessor to see how you have handled the incorporation of hand written and printed amendments.

3. Pass these 5 documents and the accompanying source material, notes, amendments etc to your assessor. Your assessor will use the "Display and Design of Business Documents Checklist" to assess these documents.
4. You will also need to have your Manager or Team Leader complete the "Verification of business documents submitted for assessment" form to cover each of these documents.

## Display and Design of Business Documents Checklist

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**Document:** \_\_\_\_\_

**Author:** \_\_\_\_\_

Your assessor will use this form to assess each of your documents and the associated material. They will use one form per document.

#### Document analysis shows evidence of practice of the following knowledge and skills:

The following are consistent with the nature and purpose of the document required:

- spelling
- grammar
- punctuation
- vocabulary

The following are consistent with the output required and meet organisational style requirements:

- page layout
- format
- display

Documents are composed from annotated drafts containing extensive amendments, in accordance with information provided and output required. (this is required for at least two documents)

- hand-written annotations
- printed annotations

Any listed information is in sequence in accordance with the information provided and output required:

- chronological
- alphabetical
- numerical

Document uses text processing conventions. This includes accepted practices for:

- page layout
- font size and selection
- spacing
- use of lines, boxes and borders
- white space

- Document is processed and presented in accordance with the information provided and output required within the specified timeframe.

The document includes the following:

- calculations
- business terms and abbreviations
- numbers
- columns
- tables
- boxes and/or borders

The above can be covered over the five documents. They do not have to be used in each.

**Name of assessor:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Verification Form**

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*To be completed by the Manager or Team Leader*

<b>Name</b>		<b>Phone</b>	
<b>Position</b>			
<b>E-mail</b>			

Your signature on this form is evidence that the following documents were created by the learner **within the time frame required**.

Title

Document One \_\_\_\_\_

Document Two \_\_\_\_\_

Document Three \_\_\_\_\_

Document Four \_\_\_\_\_

Document Five \_\_\_\_\_

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

## Assessment Results

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<i>Name of Learner</i>	
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These are the judgements that your assessor will use to assess you:

Does the learner use spelling, grammar, vocabulary, and punctuation appropriate to the nature and purpose of the documents?	<b>Yes</b>	<b>No</b>
Does the learner use page layout, format and display of business documents appropriate to the type of document required and are they in line with organisational requirements?	<b>Yes</b>	<b>No</b>
Are there documents composed from annotated drafts containing extensive editorial amendments?	<b>Yes</b>	<b>No</b>
Is listed information in sequence in accordance with the required output? <i>Range: chronological, alphabetical, numerical.</i>	<b>Yes</b>	<b>No</b>
Are the documents completed to the correct standard within the required time frame?	<b>Yes</b>	<b>No</b>
Are text-processing conventions used?	<b>Yes</b>	<b>No</b>