

Learning Assessment Guide

Unit Standard 109 – Version 5

Apply language and text processing skills to produce specialist documents

Level 4 – 10 Credits

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

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:

- Tasks for you to complete.
- Assessment Results that your assessor will use to assess your performance.

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

Assessment Task One – Element 1

This assessment is designed to assess your ability to apply language and text processing skills to produce specialist documents.

Instructions

- Provide your assessor with 5 text processed documents that you have produced which are of a specialised nature. These documents may be ones already completed or produced during the assessment.
- Document types may include:
 - organisational
 - administrative
 - promotional
 - scientific
 - mathematical
 - academic.

Your selection is not limited to these types of documents.

- At least one of your documents must include the use of a language other than English. This may be Maori or another language. The other language must comprise at least 20% of the total text.
- Each document must be accompanied by the author's instructions for processing and editing. Across the five documents, the instructions for processing and editing must include examples of:
 - Extensive amendments.
 - Scientific and mathematical symbols and formulae.
 - Boxes and borders.

If you are unable to provide documents containing scientific and mathematical symbols and formulae, an exercise will be provided.

- These documents must conform to conventional practice for display and design and meet in-house organisational style requirements.
- Ensure that spelling, grammar, vocabulary and punctuation are consistent with the nature and purpose of the documents.
- Check also that page layout, format and design of documents meet in-house organisational style requirements. These features must also be consistent with work output required.
- The documents must be produced within the required timeframe.
- Provide your Manager or Team Leader with a copy of the 'Verification Form' so that s/he can confirm that your documents meet organisational requirements. Use one copy of the form per document.

Verification Form

Unit Standard 109 V5 – Apply language and text processing skills to produce specialist documents.

Learner:		
<p>The above learner is currently being assessed on their ability to produce text processed specialist documents.</p> <p>This verification confirms that the learner has produced a specialist document in accordance with organisational requirements.</p>		
<p>The following document was produced by the learner.</p> <p>_____</p>		
		Yes/No
Spelling, grammar, vocabulary and punctuation are appropriate.		
The layout, format and display are consistent with text processing conventions, the output required and meet organisational requirements.		
Document was composed from instructions, including annotated drafts containing extensive amendments. (at least one of the documents must meet this criteria)		
The document was completed within the required time frame.		
The document was produced in accordance with text processing conventions.		
<i>Comments</i>		
Name:		Position:
Contact Phone:		Date:
Signature:		

Assessment Results

These are the judgements that your assessor will use to assess you:

Did the learner use spelling, grammar, vocabulary and punctuation consistent with the nature and purpose of the required documents?	Yes	No
Is the format, layout and display of the documents consistent with current conventions, the required output, and the organisational style?	Yes	No
Did the learner compose specialist documents from instructions, annotated drafts containing extensive amendments, in accordance with the required output?	Yes	No
Were the documents processed and presented within the specified time frame?	Yes	No
Were the documents produced in accordance with text processing conventions?	Yes	No