

Learning Assessment Guide

Unit Standard 110 – Version 5

Manage text processing and production of business information

Level 5 – 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 Learning Assessment Guide is made up of:

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

The tasks in this assessment are designed to show your assessor that you can:

- 1 establish text processing management requirements and
- 2 apply language and text processing skills to produce business information.

Assessment Task One – Element 1

This task is designed to assess your ability to establish text processing requirements.

Task Instructions **Part One**

You must establish and document formal guidelines for the training and supervision of text processing staff.

The guidelines must relate to the requirements for:

- production
- health and safety in the workplace
- security
- organisational style.

They must be documented in accordance with organisational policies and procedures.

Such guidelines may already be in existence, however the performance criteria asks for them to be established so you must provide evidence that you have established and implemented the guidelines. If you use existing guidelines you have established they must be less than 12 months old.

Ask your manager or team leader to complete the Verification Form to confirm that this is your own work.

Part Two

In this task you are to establish systems for maintaining and promoting text processing production. Systems may include but are not limited to three of the following:

- allocating work
- quality of output
- standard of service
- analysis of system and production problems
- identification of training needs.

Document three systems for review by your assessor.

Such guidelines may already be in existence, however the performance criteria asks for them to be established so you must provide evidence that you have established and implemented the guidelines. If you use existing guidelines you have established they must be less than 12 months old.

Ask your manager or team leader to complete the attached Verification Form to confirm that this is your own work.

Task One Verification Form

Unit Standard 110 V5 – Manage text processing and production of business information.

Learner:		
<p>The above learner is currently being assessed in their ability to establish text processing management requirements,</p> <p>This verification confirms that the learner has established the following procedures with regards to your organisation's text processing systems and requirements.</p>		
		Yes/No
Guidelines for training and supervision of text processing staff are established.		
Guidelines relate to production, health and safety in the workplace, security and organisational style.		
Guidelines are documented in accordance with organisational policies and procedures.		
Three systems for maintaining and promoting quality of text processing production are established.		
<i>Comments</i>		
Name:		Position:
Contact Phone:		Date:
Signature:		

Assessment Task Two – Element 2

This task is designed to assess your ability to apply language and text processing skills to produce business information.

Task Instructions

- Provide your assessor with six text processed documents of a complex nature. You may have produced these in the past year or specifically for this assessment.
- Six different types of complex documents must be represented. Types of documents represented may include but are not limited to:
 - legal, financial and technical documents
 - formal reports
 - agenda and minutes for a formal meeting
 - promotional brochures/material
 - electronic and manual forms.
- At least one of these documents must include data imported from another software application.
- These documents must:
 - conform to conventional practice for display and design
 - be fit for their intended use
 - meet in-house organisational requirements.
- Across the six documents you must include examples of at least six of the following features:
 - creation and application of styles
 - table of contents and index
 - drop-down list and inserted field codes (in electronic form)
 - use of templates
 - complex merge with 'if...then' statements and query/filter operation
 - complex tables
 - calculations and use of formulae
 - integration of text and graphics
 - macros
 - use of foreign characters, mathematical symbols, and/or foreign currency symbols
 - assembling documents using hyperlinks.
- At least one document must be composed from instructions and given data. It is understood you may not have instructions and given data for some or all of the documents you have previously produced. Negotiate the time in which you are to present the documents with this taken into account.

- Please ensure that spelling, grammar, vocabulary and punctuation are consistent with the nature and purpose of the documents.
- Documents must be completed within acceptable time frames.
- Ask your manager to complete one Document Verification form per document to confirm that you have met the requirements.

Document Verification Report

Unit Standard 110 V5 – Manage text processing and production of business information.

Learner:		
<p>The above learner is currently being assessed in their ability to produce text processed complex documents.</p> <p>This verification confirms that the learner has produced a complex 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 given data and instructions (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:

Has the learner established guidelines for training and supervision of text processing staff in relation to production, health and safety, security and organisational style, and have the guidelines been documented according to organisational policies and procedures?	Yes	No
Has the learner established three systems for maintaining and promoting the quality of text processing production?	Yes	No
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 complex documents from instructions and given data in accordance with the information provided and 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