

Learning Assessment Guide

Unit Standard 112 – Version 5

Produce information using word processing functions

Level 3 – 5 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 that your assessor will use to assess your competence.

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

- 1 Apply word processing features and functions to produce information.
- 2 Apply file management and printing techniques to manage document production.

Assessment Task One – Element 1

This assessment is designed to assess your ability to use a number of word processing functions.

Task Instructions

- You are asked to produce four documents that show your ability to apply word processing features and functions to produce information. These could be documents you have produced in the past year, or for the assessment.
- The use of the following will need to be illustrated over the range of documents:
 - Application of display and formatting features in accordance with in-house style requirements and the output requirements of the organisation.
 - Use of templates and the insertion of variable data.
 - Creation of mail merge documents and application of mail merge options in accordance with the output required.
 - Application of sorting options in accordance with the output required.
 - Production of tables incorporating multiple line headings, ruled and non-ruled columns, and a range of column widths in accordance with output requirements.
- See the accompanying copy of the Documents Checklist to get a further idea of what your assessor is looking for and numbers required.
- Have your manager or work supervisor sign the Verification Form as evidence that these documents have been produced in accordance with the work output requirements and the in-house style requirements of your organisation.
- Your assessor may wish to ask you questions about the processes you used to complete these documents.

Documents Checklist

(For use by assessor or approved observer)

Please indicate ✓ or x whether each feature has been adequately demonstrated in the documents provided and yes/no whether the requirements have been met for that category.

Principles, features and functions demonstrated	Comments	Meets requirement?
<p>Display and formatting features are demonstrated as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> page numbering options <input type="checkbox"/> page layout options <input type="checkbox"/> header and footer features <input type="checkbox"/> appropriate font selection and size <input type="checkbox"/> various text formatting options <input type="checkbox"/> lines, boxes, borders <input type="checkbox"/> alignment <input type="checkbox"/> columns <input type="checkbox"/> bullets and simple numbering <input type="checkbox"/> document enhancement features. <input type="checkbox"/> Evidence of at least 5 of the above. <input type="checkbox"/> Verification Form indicates that organisational output and in-house style requirements are met through the use of the above features. 		Yes/No
<p>Templates</p> <ul style="list-style-type: none"> <input type="checkbox"/> Templates are used. <input type="checkbox"/> Variable data is inserted into templates. <input type="checkbox"/> Verification Form indicates that templates are used and variable data is inserted in accordance with the output required by the learner's organisation. 		Yes/No
Mail merge		Yes/No

Principles, features and functions demonstrated	Comments	Meets requirement?
<input type="checkbox"/> Mail merge documents are created. <input type="checkbox"/> Merging options are applied in accordance with the output required.		
Sorting <input type="checkbox"/> Sorting options are demonstrated. <input type="checkbox"/> Verification Form indicates that sorting options are used in accordance with output requirements of the organisation.		Yes/No
Tables are produced incorporating: <input type="checkbox"/> multiple line headings <input type="checkbox"/> ruled and non-ruled columns <input type="checkbox"/> a range of column widths. <input type="checkbox"/> Verification Form indicates that tables are used to produce output in accordance with organisational requirements.		Yes/No
Signed: _____ Date: _____		

Verification Form

Unit 112 V5 – Produce information using word processing functions.

To: Manager or Supervisor

_____ (name of learner) is currently being assessed for the above unit standard. S/he is required to submit documents which demonstrate application of the following principles, features and functions of word processing:

- Display and formatting features.
- Use of templates and variable data inserted.
- Mail merge documents created and merging options applied.
- Application of sorting options.
- Tables are produced incorporating multiple line headings, ruled and non-ruled columns, and a range of column widths.

Your knowledge of the learner and his/her work is sought to confirm that:

- 1 the following documents were produced by the learner;
- 2 that in-house style requirements are met; and
- 3 that organisational output requirements were met in the production of these documents.

Please only write the names of documents which you are able to verify.

Document 1 _____

Document 2 _____

Document 3 _____

Document 4 _____

Comments

Name of verifier:

E-Mail

Position:

Phone:

Date verified:

Signature:

Assessment Task Two – Element 2

This assessment is designed to assess your ability to apply file management and printing techniques to manage document production.

Task Instructions

- In front of your assessor or an approved observer, access some of your word processing files and manipulate and print them in order to demonstrate the following skills:
 - log-in procedures, including the use of password protection
 - file back-up, copying and disc storage procedures
 - creation of directories (folders) and movement of files between directories
 - differentiation between programme files and document files, in accordance with file management system procedures
 - identification and use of print options chose three of the following: selected text, single page, multiple pages, entire document, print preview
 - identification of printer capability and settings, including the selection of an alternative printer where available
 - printer loading and print cartridge changing.
- Your demonstration of the above skills must comply with file system management procedures, equipment guidelines, and the requirements of your organisation.
- Your assessor or approved observer will use the Observation Checklist to document satisfactory demonstration of the above skills.

Task Two Observation Checklist

(for use by assessor or approved observer)

Please indicate ✓ or x whether you have observed the learner demonstrate the following file management and printing techniques to the requirements of the organisation.

Task	Comments	Meets Requirement?
<p>Access to word processing files is demonstrated through three of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> correct log-in procedure <input type="checkbox"/> use of a password <input type="checkbox"/> disk storage <input type="checkbox"/> file back up and/or copying procedures. <input type="checkbox"/> Evidence of three of the above is demonstrated. 		Yes/No
<p>Use of folders is demonstrated through:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the creation of folders <input type="checkbox"/> movement of files between folders. <input type="checkbox"/> Use is consistent with file management system procedures. 		Yes/No
<p>Learner demonstrates ability to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> differentiate program files from document files. <input type="checkbox"/> Differentiation is in accordance with file management system procedures. 		
<p>Learner demonstrates three of the following print options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> print selected text <input type="checkbox"/> print single page <input type="checkbox"/> print multiple pages <input type="checkbox"/> print entire document <input type="checkbox"/> use of print preview function. <input type="checkbox"/> Evidence of three of the above 5 is demonstrated <p>Options are identified and used in accord with system features and output requirements.</p>		

Task		Comments	Meets Requirement?
Learner demonstrates printing skills as follows: <input type="checkbox"/> Printer capability and settings are identified. <input type="checkbox"/> Alternative printer is selected, where available.			Yes/No
Learner demonstrates printer maintenance as follows: <input type="checkbox"/> Paper loading is carried out in accordance with equipment guidelines and organisational requirements. <input type="checkbox"/> Print cartridge changing operation is carried out in accordance with equipment guidelines and organisational requirements.			Yes/No
Name		Phone	
Position		Date	
E-mail			

Assessment Results

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

Has learner applied at least five display and formatting features to present documents in accordance with the output required and the style required by the organisation?	Yes	No
Can the learner use templates and insert variable data in accordance with the output required?	Yes	No
Can the learner create mail merge documents and apply merging options in accordance with the output required?	Yes	No
Can the learner apply sorting options in accordance with the output required?	Yes	No
Can the learner produce tables incorporating multiple line headings, ruled and non-ruled columns, and a range of column widths in accordance with the output required?	Yes	No
Can learner access word processing files through the implementation of at least three file management system procedures?	Yes	No
Can learner create folders and move between them consistent with file management procedures?	Yes	No
Can learner differentiate between programme and document files?	Yes	No
Can learner identify and use at least three print options in accordance with system features and output required?	Yes	No
Can learner identify printer capability and settings, and select an alternative printer where available?	Yes	No
Can learner load paper and change the print cartridge in accordance with equipment guidelines and organisational requirements?	Yes	No