

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Produce Business Documents
Unit Reference Number:	L/507/5271
Level:	Level 2
Credit Value:	3
Minimum GLH:	24

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand how to prepare business documents	1.1 Explain the requirements for language, tone, image and presentation for different documents
	1.2 Explain how to integrate images into documents
	1.3 Describe how corporate identity impacts upon document production
	1.4 Explain the requirements of data protection, copyright and intellectual property legislation relating to document production
	1.5 Describe organisational procedures for version control
	1.6 Describe security requirements relating to document production
2. Be able to prepare business documents	2.1 Identify the purpose, audience, content, style, format and deadlines of a document
	2.2 Use document production resources in line with organisational guidelines
	2.3 Use correct grammar, spelling, punctuation and sentence structure
	2.4 Produce documents that meet the requirements within the agreed timescale

3. Be able to distribute business documents	3.1	Provide final documents in the appropriate medium for authorised readers
	3.2	Specify restrictions and distribution lists in accordance with the requirements
	3.3	Maintain the requirements of security in the production, distribution and storage of documents