
**TEXT AND INFORMATION
MANAGEMENT - GENERIC**
**Create documents and manage files for
generic text and information
management**

level:	2
credit:	3
planned review date:	September 2008
sub-field:	Business Administration
purpose:	People credited with this unit standard are, for generic text and information management, able to create documents from provided data and direct entry composition, and manage files.
entry information:	Open.
accreditation option:	Evaluation of documentation by NZQA.
moderation option:	A centrally established and directed national moderation system has been set up by NZQA.
special notes:	<ol style="list-style-type: none">1 It is recommended people already hold credit for Unit 12883, <i>Enter and manage text for generic text and information management</i>, or demonstrate equivalent knowledge and skills.2 Text and Information Management aims to develop and enhance users' ability to input and manipulate information, using a computer application, in order to communicate efficiently and effectively in all areas of life, and to develop the ability to create and present words and images through purpose created documents which have visual appeal.

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- 3 All activities associated with this unit standard must comply with occupational health and safety guidelines and recommendations in relation to working environment and work practices, available from the Department of Labour at <http://www.osh.dol.govt.nz/order/catalogue/index.shtml>, and the requirements of the Health and Safety in Employment Act 1992 and its subsequent amendments.

Elements and Performance Criteria

element 1

Create documents from provided data and direct entry composition.

Range: documents may include but are not limited to – notice, invitation, cover page, card, poster, compact disk cover;
evidence is required of three documents – two composed using direct entry and one entered from provided data.

performance criteria

- 1.1 Text composed and/or entered uses language which is fit for the purpose and intended audience.
- 1.2 Enhancement features are used to produce a document fit for the purpose and intended audience.
- Range: font formatting features, line spacing, borders, shading, placement of text on the page.
- 1.3 Documents produced incorporate text alignment features fit for the purpose and intended audience.
- Range: left, right, centre, justify;
evidence is required of two features.

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1.4 Editing features are used to produce documents fit for the purpose and intended audience.

Range: spell-check, search, replace, delete, copy and move blocks of information.

1.5 Documents are printed.

element 2

Manage files.

performance criteria

2.1 Documents are saved, each with a filename that reflects the content.

2.2 Header and footer are inserted into documents with filename, date, and user's name in accordance with standard operating procedures.

2.3 Unwanted files are deleted in accordance with standard operating procedures.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.

Please Note

Providers must be accredited by the Qualifications Authority or a delegated inter-institutional body before they can register credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by the Qualifications Authority before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

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Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for providers wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

This unit standard is covered by AMAP 0113 which can be accessed at <http://www.nzqa.govt.nz/site/framework/search.html>.