

Title	Apply text processing skills to produce communications in a business or organisational context		
Level	2	Credits	5

Purpose	People credited with this unit standard are able to apply text processing skills to produce communications in a business or organisational context.
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Classification	Business Administration > Business Information Processing
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Available grade	Achieved
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Guidance Information

- 1 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. Reference for this unit standard includes *How to use your visual display unit safely*. Worksafe New Zealand, available at <http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/visual-display-unit-safely-how-to-use-your/howtousevdu.pdf>.
- 2 **Definition**
Text processing conventions refer to accepted practices of display for page layout, use of white space, consistency, and spacing. Conventions used must produce documents that are fit for their intended use and meet organisational style requirements.
- 3 Evidence of text processing skills and editing must include the following features, which may be demonstrated once over all five communications rather than in each – amended text, deleted text, copied text, moved text, use of additional information, use of page and paragraph numbering.
- 4 Spelling, grammar, vocabulary, and punctuation in the documents must be consistent with the nature and purpose of the business or organisational information required. Candidates must be given the opportunity to proofread their work prior to submission.

Outcomes and performance criteria

Outcome 1

Apply text processing skills to produce communications in a business or organisational context.

Range communications may include but are not limited to – essays, assignments, memoranda, correspondence, newsletters, reports, notices, advertisements, forms, email;
evidence is required for five different types of communication.

Performance criteria

- 1.1 Spelling, grammar, vocabulary, and punctuation are consistent with the nature and purpose of the communications required.
- 1.2 Page layout, format and display of communications are consistent with the output required, and meet organisational style requirements.
- 1.3 Communications are composed from drafts and notes in accordance with information provided and output required.
- 1.4 Use of words and figures is consistent with the nature and purpose of the communications required.
- 1.5 Communications are produced in accordance with text processing conventions.

Replacement information	This unit standard and unit standard 12884 were replaced by unit standard 32002.
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This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 March 1993	31 December 2011
Review	2	27 June 1996	31 December 2011
Review	3	28 April 1997	31 December 2011
Review	4	28 June 1999	31 December 2011
Review	5	26 September 2005	31 December 2012
Review	6	17 December 2010	31 December 2017
Rollover and Revision	7	16 April 2015	31 December 2022
Review	8	27 February 2020	31 December 2022

Consent and Moderation Requirements (CMR) reference	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.