

<b>Title</b>	<b>Produce business documents using software applications</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>15</b>

<b>Purpose</b>	<p>A person credited with this standard is able to produce business documents using software applications, in accordance with the requirements of the entity.</p> <p>This unit standard has been developed primarily for assessment within programmes leading to the New Zealand Certificate in Business (Administration and Technology) (Level 3) [Ref: 2452].</p>
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<b>Classification</b>	Business Administration > Business Administration Services
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<b>Available grade</b>	Achieved
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### Explanatory notes

- 1 Assessment must be conducted in the context of a real or realistic business entity, and in light of the requirements of that entity. A *business entity* can be an organisation, or a commercial or other enterprise, not necessarily for profit, and can be a discretely managed business unit within a larger organisation.

*The requirements of the entity* refers to how the entity is organised, how it operates, and how it meets its objectives. The requirements must include meeting the requirements of all relevant legislation and will address such areas as the entity's:

- purpose and goals/objectives,
- future development,
- external operating environment,
- internal processes, accountabilities, and relationships.

The requirements of the entity provide evidence for this unit standard.

The entity/entities must be sufficiently complex to enable demonstration of the full range of competence for achievement of the outcome and to meet the criteria for level 3 in the NZQF Level Descriptors, which are available at [www.nzqa.govt.nz](http://www.nzqa.govt.nz).

- 2 People, affective, and cognitive skills have been included in this standard as evidence requirements. These skills must not be addressed separately, but as part of an integrated assessment with the technical skills.
- 3 Display and formatting features, and merged data may be demonstrated across all documents rather than in each.

## 4 Definition

*Fit for purpose* refers to appropriate use of language, document layout; accurate spelling, grammar, and punctuation.

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## Outcomes and evidence requirements

### Outcome 1

Produce business documents using software applications.

Range software applications may include wordprocessing, spreadsheeting, database, desktop publishing, or presentation programmes;  
evidence of three applications is required;  
business documents may include – correspondence, meeting documentation, reports, promotional materials, forms, newsletters, rosters.

### Evidence requirements

1.1 Display and formatting features are applied to produce business documents that are fit for purpose.

Range features may include - font variation, paragraph, header and footer, page and section breaks, tables, columns, bullets and numbering, alignment, lines and borders;  
evidence of eight features is required.

1.2 Variable and fixed data are merged to produce business documents.

1.3 Self-management contributes to the provision of administration support and the achievement of the entity's operational requirements.

Range self-management includes being proactive and may include – time-management, goal setting, prioritisation, consultation, reliability, task follow-up, self-assessment/reflection on performance, managing progress;  
evidence of five is required.

<b>Planned review date</b>	31 December 2020
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### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 May 2016	N/A

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

**Please note**

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

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**Comments on this unit standard**

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