

Title	Produce business documents using advanced features and functions of software applications		
Level	4	Credits	20

Purpose	<p>A person credited with this standard is able to produce business documents using advanced features and functions of 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 4) [Ref: 2461].</p>
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Classification	Business Administration > Business Administration Services
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Available grade	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 4 in the NZQF Level Descriptors, which are available at 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 other technical skills.
- 3 Advanced features and functions may be demonstrated across all documents rather than in each.

4 Definitions

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

Outcomes and evidence requirements

Outcome 1

Produce business documents using advanced features and functions of software applications.

Range business documents may include – formal reports, meeting documents, promotional brochures, electronic forms, presentations, industry/sector specific technical documents.

Evidence requirements

1.1 Software application(s) selected are appropriate for the business documents being produced.

1.2 Advanced features and functions are applied to produce business documents that are fit for purpose.

Range advanced features and functions may include – styles, referencing, complex tables, macros, hyperlinks, conditional merge, use of fields; evidence of six is required.

1.3 Problem-solving and decision-making techniques are applied in the production of business documents to meet stakeholder needs and requirements of the entity.

1.4 Self-management contributes to the production of business documents and the achievement of the requirements of the entity.

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.

Planned review date	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

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>.

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.

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.