Title	Compose and manage text to produce documents using basic keyboarding and layout skills
Level	1	Credits	3

| Purpose | This unit standard is intended for people who input text and manipulate information using software applications to create documents.

People credited with this unit standard are able to compose and manage text to produce documents using basic keyboarding and layout skills. |
|---|---|

Classification	Business Administration > Business Information Processing

Available grade	Achieved

Guidance Information

1   Content for some business documents may be provided to the learner in hard copy. It is expected that the learner will input and format the text, not that it be supplied in electronic version such as .txt file.

2   Definitions
Basic keyboarding skills include accurately keying in text at approximately 15 words per minute (wpm).
Good practice in this context includes selecting and using the appropriate feature or function to enable correct use of formatting tools, such as text enhancements, design and layout principles. It includes using shortcuts, screen display options, and finding help to navigate the word processing application effectively. It also includes accurate spelling and grammar, although minor errors that do not detract from reader understanding or obscure meaning are acceptable when composing text.
Intended audience is the individual or group that will receive the information; therefore, the amount and nature of the information and the level of the language must be appropriate to this audience. The intended audience must be specified for each document.

3   All activities associated with this unit standard must comply with health and safety guidelines and recommendations in relation to the working environment and work practices. Reference for this unit standard includes *ACC5637 Guidelines for Using Computers - Preventing and managing discomfort, pain and injury*. Accident Compensation Corporation - Department of Labour, 2010; available from WorkSafe New Zealand, at https://worksafe.govt.nz/topic-and-industry/work-related-health/ergonomics/safely-using-computers-at-work/.

4   Legislation relevant to this unit standard includes but is not limited to the:
        Copyright Act 1994
        Harmful Digital Communications Act 2015
        Health and Safety at Work Act 2015
        Privacy Act 2020
        and any subsequent amendments.
        Current legislation can be accessed at http://legislation.govt.nz.

Outcomes and performance criteria

Outcome 1

Compose and manage text to produce documents using basic keyboarding and layout skills.

Range   types of documents may include but are not limited to – letter, email, pamphlet, invitation, advertisement, speech notes, CV;
            at least three documents with a minimum of 150 words each.

Performance criteria

1.1   Documents are composed and relevant for the intended audience using text and information management features and good practice.

            Range   text and information management features include – text enhancements (font size and type, bold, italics), design and layout principles (balance and harmony of white space and text, margins, line spacing), accurate spelling and grammar.

1.2   Procedures for saving, previewing, spellchecking, sharing and/or printing the electronic document are demonstrated.

Replacement information	This unit standard and unit standard 32000 replaced unit standard 101, unit standard 102, and unit standard 12883.

Planned review date	31 December 2026

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	27 February 2020	N/A
Rollover and Revision	2	29 August 2024	N/A

Consent and Moderation Requirements (CMR) reference	0113

This CMR can be accessed at http://www.nzqa.govt.nz/framework/search/index.do.

Comments on this unit standard

Please contact Ringa Hora Services Workforce Development Council
qualifications@ringahora.nz if you wish to suggest changes to the content of this unit standard.