Title	Compose and enter text to create and manage business documents
Level	**2**	**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: create electronic and printed business documents from hard copy and by direct composition; and demonstrate file management techniques for electronic documents and describe and apply ethical and legal considerations for sharing files.

Classification	Business Administration > Business Information Processing

Available grade	Achieved

Guidance Information

1   Recommended skills and knowledge for entry:
     Unit 32001, *Compose and manage text to produce documents using basic keyboarding and layout skills*, or demonstrate equivalent knowledge, skills and experience.

2   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.

3   Minor grammatical errors that do not detract from reader understanding or obscure meaning are acceptable for composed work, but when entering text from prescribed copy, documents must be 100% accurate and consistent with the prescribed text. Learners must be given the opportunity to proofread their work prior to submission.

4   Definitions
     Design layout refers to the positioning and arrangement of various elements in a document and considers contrast, repetition, alignment, proximity, harmony, balance and proportion.
     Direct composition refers to original text created in learner's own words.
     Ethical and legal considerations related to managing and sharing files refer to copyright, privacy, file security, appropriateness of the material in its context.
     Fit for purpose means the information is accurate and relevant to the intended audience and purpose of the document. The document is free from text errors with appropriate spelling, grammar, vocabulary and tone, and use of words and figures is consistent.
     Formatted refers to text appearance as well as page appearance.

Good practice in this context includes selecting and using the file and folder management features or functions to enable effective use within applications, such as searching, naming, storage and retrieval.
Intended audience is the individual or group who 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.
Keyboarding skills include accurately keying in text at approximately 25 words per minute (wpm).
Organisational requirements refer to the routine processes followed, consistent with relevant organisational policies and procedures, which can be documented or based on workplace good practice models.
Shared refers to offering access to digital information or resources for collaboration, reviewing, downloading, *a*nd/or modification.

5   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, Te Tari Mahi 2010; available from WorkSafe New Zealand, at https://worksafe.govt.nz/topic-and-industry/work-related-health/ergonomics/safely-using-computers-at-work/.

6   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

Create electronic and printed business documents from hard copy and by direct composition.

Range   types of documents may include but are not limited to – correspondence, report, form, notice, invitation, poster, newsletter, itinerary, brochure;
evidence of five different types of documents;
evidence of direct composition in at least two documents.

Performance criteria

1.1   Text is entered and formatted using design layout and keyboarding skills in accordance with text processing conventions to meet the intended purpose and organisational style requirements.

        Range   formatting features must include – text alignment, line and paragraph spacing, page layout, tabulation, borders, shading, inserting a table, inserting an image, header and footer, page numbering;
        formatting features must be demonstrated at least twice over the five documents collectively.

1.2   Created documents are shared and/or printed and are fit for purpose.

Outcome 2

Demonstrate file management techniques for electronic documents and describe and apply ethical and legal considerations for sharing files.

Performance criteria

2.1   File management techniques are demonstrated in accordance with organisational requirements and good practice.

        Range   file management techniques include but are not limited to – the use of rename, save as .pdf, delete, copy, sharing, password protection.

2.2   Ethical and legal considerations for sharing files are described and applied in accordance with organisational requirements and good practice.

Replacement information	This unit standard replaced unit standard 107 and unit standard 12884.

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.