Unit Title:	**Produce business documents**
OCR unit number:	13
Level:	2
Credit value:	3
Guided learning hours:	24
Unit reference number:	Y/506/1809

Unit aim and purpose

This unit aims to develop the knowledge and skills required to produce business documents. Upon completion of this unit, learners will be able to prepare and distribute business documents.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Understand how to prepare business documents	**The Learner can:** 1.1 Explain the requirements for language, tone, image and presentation for different **documents** 1.2 Explain how to integrate images into documents 1.3 Describe how corporate identity impacts upon document production 1.4 Explain the requirements of data protection, copyright and intellectual property legislation relating to document production 1.5 Describe organisational procedures for version control 1.6 Describe security requirements relating to document production	Documents may include: • Minutes • Agendas • Letters • Reports • Emails
2 Be able to prepare business documents	2.1 Identify the purpose, audience, content, style, format and deadlines of a document 2.2 Use document production resources in line with organisational guidelines 2.3 Use correct grammar, spelling, punctuation and sentence structure 2.4 Produce documents that meet the **requirements** within the agreed timescale	**Requirements** include those of the organisation and the task at hand

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Learning Outcomes	Assessment Criteria	Additional Guidance
3 Be able to distribute business documents	3.1 Provide final documents in the appropriate medium for authorised readers 3.2 Specify restrictions and distribution lists in accordance with the requirements 3.3 Maintain the requirements of security in the production, distribution and storage of documents	

Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Business & Administration (2013) National Occupational Standards:	CFABAA211	• Produce documents in a business environment

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .

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