OCR
Oxford Cambridge and RSA

Unit Title:	**Principles of business document production and information management**
OCR unit number:	3
Level:	2
Credit value:	3
Guided learning hours:	21
Unit reference number:	T/506/1901

Unit aim and purpose

This unit aims to develop knowledge and understanding regarding the principles of business document production and information management. Upon completion of this unit, learners will understand how to prepare and distribute business documents and will also understand how information is managed in business organisations.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Understand how to prepare business documents	**The Learner can:** 1.1 Describe **different types of business documents** that may be produced and the format to be followed for each	**Different types of business documents** may include: • Minutes • Agenda • Memos • Letters • Presentations
	1.2 Explain the use of **different types of information communication technology** (ICT) for document production	**Different types of information communication technology** should cover ICT packages used in development of documents
	1.3 Explain the reasons for agreeing the use, content, layout, quality standards and deadlines for document production 1.4 Explain the importance of document version control and authorisation 1.5 Explain how the requirements of security, data protection, copyright and intellectual property legislation may affect the production of business documents	
	1.6 Explain how to check the **accuracy** of business documents	Technical **accuracy** as well as spelling, grammar etc.

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Learning Outcomes	Assessment Criteria	Additional Guidance
2 Understand the distribution of business documents	2.1 Explain how the requirements of security, data protection, copyright and intellectual property legislation may affect the distribution and storage of business documents 2.2 Describe **different types of distribution channels**	**Distribution channels** may include: • Physical (post, hand delivered) • Electronic (email, file-sharing)
3 Understand how information is managed in business organisations	3.1 Describe the **types of information** found in business organisations 3.2 Explain the need for safe storage and efficient retrieval of information 3.3 Describe the features of different types of **systems used for storage** and retrieval of information 3.4 Describe the legal requirements for storing business information	**Types of information** may include: • Physical (letters, paperwork, manuals) • Electronic (email, files, reports) **Systems used for storage** may include: • Physical (filing, indexing) • Electronic (computer applications, file-sharing)

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 CFABAD111 CFABAD121	• Produce documents in a business environment • Support the design and development of information systems • Support the management and development of an information system

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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 .