Assessment Requirements for BSBWRT311 Write simple documents

# Modification History

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| Release | Comments |
| Release 1 | This version first released with BSB Business Services Training Package Version 7.0. |

# Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

* plan, draft and finalise three different simple documents that accurately convey the required basic information in a format suitable for the intended audience and purpose according to organisational policies and procedures for document production.

# Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

* processes for checking:
* basic readability, grammar, spelling, sentence and paragraph sequencing and structure, and punctuation
* suitability of document for audience, purpose, and format
* organisational policies and procedures relating to written communication
* written communication methods, including:
* general emails
* procedures
* business letters
* meeting agendas
* different formats, styles and structures for documents.

# Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

* office equipment and resources to assist in the production of documents
* organisational policies and procedures
* examples of documents to review.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

# Links

Companion Volume Implementation Guide is found on VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>