



**Australian Government**

# **BSBWRT311 Write simple documents**

**Release: 1**

## BSBWRT311 Write simple documents

### Modification History

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

### Application

This unit describes the skills and knowledge required to plan, draft and finalise a simple document.

The unit applies to individuals who administer a broad range of competencies in various work contexts and may exercise some discretion and judgement to produce a range of simple documents.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

### Unit Sector

Social Competence – Written Communication

### Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan simple document	1.1 Determine audience, purpose and requirements for document according to organisation policies and procedures 1.2 Determine required format, style and structure for document 1.3 Establish method of communication 1.4 Establish key points for inclusion
2. Draft simple document	2.1 Develop draft document to communicate key points according to purpose and requirements for document 2.2 Check that draft meets document purposes and requirements 2.3 Obtain and include additional required information
3. Finalise simple document	3.1 Ensure draft is proofread, where appropriate, by supervisor or colleague

ELEMENT	PERFORMANCE CRITERIA
	3.2 Make and proofread necessary changes

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

SKILL	DESCRIPTION
Reading	<ul style="list-style-type: none"><li>• Interprets a variety of text to determine and confirm task requirements</li><li>• Proofreads document checking for grammar, spelling, structure, and suitability of style and format for audience</li></ul>
Oral Communication	<ul style="list-style-type: none"><li>• Uses listening and questioning skills to seek additional information or confirmation of task completion</li></ul>
Self-management	<ul style="list-style-type: none"><li>• Follows accepted communication practices and protocols when seeking information or feedback from others</li><li>• Takes responsibility for planning, sequencing and prioritising tasks to achieve required outcomes</li></ul>
Technology	<ul style="list-style-type: none"><li>• Uses the main features and functions of digital tools to complete work tasks</li></ul>

## Unit Mapping Information

Supersedes and is equivalent to BSBWRT301 Write simple documents.

## Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>