
Overview

This standard is about producing high-quality, attractive documents to agreed specifications. It includes clarifying the requirements for the document, checking work for accuracy and editing and correcting text as necessary. It is for administrators who produce documents.

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Produce documents in a business environment

Performance criteria

- You must be able to:*
- P1 confirm the purpose, content, style and deadlines for the document
 - P2 prepare the required resources
 - P3 organise the required content
 - P4 use available technology appropriate to the document being produced
 - P5 produce the document in the agreed style
 - P6 integrate non-text objects in the agreed layout, where required
 - P7 check for accuracy, editing and correcting text as necessary
 - P8 clarify document requirements, when necessary
 - P9 store the document safely and securely in approved locations

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Knowledge and understanding

You need to know and understand:

- K1 the different types of documents that may be produced and document styles that could be used
- K2 the different formats in which the text may be presented
- K3 the purpose and benefits of agreeing the purpose, content, style, quality standards and deadline for production of the document
- K4 the different types of technology available for inputting, formatting and editing text and their main features
- K5 the types of resources needed to produce high- quality and attractive documents
- K6 how to organise content needed for the document
- K7 how to integrate and layout text and non-text objects
- K8 how to check for accuracy and correctness – including spelling, grammar and punctuation – and the purpose of doing this
- K9 how to store the document safely and securely
- K10 the purpose of confidentiality and data protection

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Additional Information

Skills

1. checking
2. designing
3. listening
4. managing time
5. negotiating
6. organising
7. questioning
8. using technology

Links to other NOS

Document Production; IT; Health, Safety and Security of People, Premises and Property

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Developed by Skills CFA

Version number 2

Date approved January 2013

Indicative review date December 2016

Validity Current

Status Original

Originating organisation Skills CFA

Original URN CFABAA211

Relevant occupations Business, Administration and Law; Administration; Administration and Secretarial Occupations

Suite Business and Administration (2013)

Key words Business; administration; documents