

## CFABAA212

### Design and produce documents in a business environment



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#### Overview

This standard is about designing and 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 design and produce documents.

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#### Performance criteria

- You must be able to:*
- P1 agree the purpose, content, style, quality standards and deadlines for the document
  - P2 identify and prepare the resources needed
  - P3 research and organise the content needed
  - P4 make appropriate and efficient use of available technology
  - P5 design and produce the document in the agreed style
  - P6 integrate non-text objects in the agreed layout
  - P7 check for accuracy, editing and correcting as necessary
  - P8 store the document safely and securely in approved locations
  - P9 clarify document requirements, when necessary
  - P10 present the text in the required format within agreed deadlines

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#### Knowledge and understanding

*You need to know and understand:*

- K1 the purpose and benefits of producing high- quality and attractive documents
- K2 the different types of documents that you may be asked to design and produce and the document styles that should be used
- K3 the different formats in which the text may be presented
- K4 the benefits of agreeing the purpose, content, style, quality standards and deadline for the production of the document
- K5 the different types of technology available for inputting, formatting and editing text and their main features
- K6 the types of resources needed to produce high- quality and attractive documents
- K7 how to research and organise the content needed for the document
- K8 how to integrate and layout text and non-text objects
- K9 how to check for accuracy and correctness – including spelling and grammar – and the purpose for doing this
- K10 how to store the document safely and securely
- K11 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. researching
9. using technology

##### Links to other NOS

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

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