



Self Assessment Checklist

BSBWRT301A - Write Simple Documents

Student Name _____

Evidence Guide

Students are required to provide evidence of the following competencies to demonstrate competency in this unit.

Evidence of the following is essential:

- Producing a range of documents that accurately convey required basic information
- Using formatting suitable for intended audience
- Knowledge of organisational policies and procedures for document production

Required Knowledge

Key provisions of relevant legislation from all forms of government, regulations, standards and documentation that may affect aspects of business operations, such as:

- Basic grammar, spelling and punctuation
- Communication protocols
- How audience, purpose and method of communication influence tone
- Organisational policies and procedures for document production
- Resources to assist in document production such as dictionary, thesaurus, templates, style sheets

General principles and processes of records management and records management systems, such as:

- Systems of control
- Records continuum theory
- Mandate and ownership of business process
- Environmental context
- Records characteristics
- Organisational business functions, structure and culture.

Required Skills

- Literacy skills to read and understand a variety of texts; to prepare general information and papers according to target audience; and to proofread and edit documents to ensure clarity of meaning and conformity to organisational requirements
- Problem solving skills to determine document design and production process

BSBWRT301A – Write Simple Documents

The student must address each performance criteria under the element. The student must provide evidence of the performance criteria to be assessed. All evidence supplied must be the student's own and submitted in an original condition.

Element	Performance Criteria
Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.
1. Plan document	1.1 Determine audience and purpose of the document 1.2 Determine the format and structure 1.3 Establish key points for inclusion 1.4 Identify organisational requirements 1.5 Establish method of communication 1.6 Establish means of communication
2. Draft Document	2.1 Develop a draft document to communicate key points 2.2 Obtain and include any required additional information
3. Review Document	3.1 Check draft for suitability of tone for audience, purpose, format and communication style 3.2 Check draft for readability, grammar, spelling and sentence and paragraph construction 3.3 Check draft for sequencing and structure 3.4 Check draft to ensure it meets organisational requirements 3.5 Ensure draft is proofread, where appropriate, by supervisor or colleague

Element	Performance Criteria
4. Write Final Document	4.1 Make and proofread necessary changes 4.2 Ensure document is sent to intended recipient 4.3 File copy of document in accordance with organisational policies and procedures