



Self Assessment Checklist

BSBWRT401A - Write complex 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:

- Production of documents
- Editing draft text to ensure accuracy and clarity of information
- Knowledge of enterprise style, guide/house style

Required Knowledge

- Enterprise style guide/house style
- Formatting styles and their impact on formatting, readability and appearance of documents
- Organisational requirements for ergonomics, work periods and breaks and resource conservation techniques
- Rules and conventions for written English as defined by general specialist dictionaries and books about grammar

Required Skills

- Communication skills to clarify requirements of documents
- Literacy skills to edit and proofread documents; to create documents with a complex, organised structure of linked paragraphs which use simple and complex syntactic structure
- Numeracy skills to collate and present data, graphs and annotated references
- Problem solving skills to use processes flexibly and interchangeably

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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 documents	<ul style="list-style-type: none"> 1.1 Determine the purpose of documents 1.2 Chose appropriate formats for documents 1.3 Establish means of communication 1.4 Determine requirements of documents' 1.5 Determine categories and logical sequences of data, information and knowledge to achieve document objectives 1.6 Develop overview of structure and content of documents
2. Devise and appropriate record keeping system	<ul style="list-style-type: none"> 2.1 Review and organise available data, information and knowledge according to proposed structure and content 2.2 Ensure data, information and knowledge is aggregated, interpreted and summarised to prepare text that satisfies document purposes and objectives 2.3 Include graphics as appropriate 2.4 Identify gaps in required data and information and collect additional material from relevant enterprise personnel 2.5 Draft text according to document requirements and genre 2.6 Use language appropriate to the audience

Element	Performance Criteria
3. Prepare final text	<p>3.1 Review draft text to ensure document objectives are achieved and requirements are met</p> <p>3.2 Check grammar, spelling and style for accuracy and punctuation</p> <p>3.3 Ensure draft text is approved by relevant enterprise personnel</p> <p>3.4 Process text amendments as required</p>
4. Produce document	<p>4.1 Chose basic design elements for documents appropriate to audience and purpose</p> <p>4.2 Use word processing software to apply basic design elements to text</p> <p>4.3 Check documents to ensure all requirements are met</p>