



**CATAPULT**

# BSBTEC301

Design and produce business documents

## Table of Contents (Extract)

**NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.**

**This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBTEC301.**

**For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:**

**<https://catapultlearning.com.au/product/BSBTEC301/>**

# Trainer/assessor guide

## BSBTEC301

### Design and produce business documents

#### Welcome to this unit of study

This unit describes the skills and knowledge required to design and produce various business documents. It includes selecting and using a range of functions on a variety of computer applications.

The unit applies to those who possess fundamental skills in computer operations. They may exercise discretion and judgement using appropriate theoretical knowledge of document design and production to provide technical advice and support to a team.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

# Contents

<b>About this trainer/assessor guide .....</b>	<b>4</b>
<b>Learning resource.....</b>	<b>5</b>
Topic 1: Select and prepare resources .....	5
Select and use technology and software applications to produce required business documents.....	5
Select layout and style of publication according to information and organisational requirements.....	10
Use basic design principles and ensure document design is consistent with organisational requirements.....	13
Discuss and clarify format and style with required stakeholder .....	15
Check your understanding .....	17
Topic 2: Design document.....	19
Identify, open and create files according to task and organisational requirements .....	19
Design document and ensure efficient entry of information .....	24
Use a range of functions to ensure consistency of design and layout .....	35
Check your understanding .....	45
Topic 3: Produce document.....	47
Complete document production according to organisational policies, procedures and requirements ....	47
Check document produced to ensure it meets task requirements for style and layout.....	49
Store document appropriately and save document .....	65
Use help function to overcome basic difficulties with document design and production, where required .....	69
Check your understanding .....	71
Topic 4: Finalise document.....	73
Proofread document for readability, accuracy and consistency of language, style and layout prior to final output.....	73
Modify document according to task requirements.....	77
Name and store document in accordance with organisational requirements and exit application .....	78
Present document according to task requirements.....	79
Check your understanding .....	81
<b>Assessment workbook.....</b>	<b>83</b>
Unit information.....	85
What is competency-based assessment?.....	86
How will my competency be assessed?.....	87
Assessment agreement.....	88
Foundation skills checklist.....	89
<b>Skills recognition.....</b>	<b>90</b>
Topic 1: Select and prepare resources .....	91
Topic 2: Design document.....	92
Topic 3: Produce document.....	93
Topic 4: Finalise document.....	94

<b>Knowledge questions</b> .....	<b>95</b>
Topic 1: Select and prepare resources .....	96
Topic 2: Design document.....	103
Topic 3: Produce document .....	107
Topic 4: Finalise document.....	114
<b>Performance tasks</b> .....	<b>119</b>
Third party evidence collection agreement .....	120
Topic 1: Select and prepare resources .....	122
Topic 2: Design document.....	124
Topic 3: Produce document .....	126
Topic 4: Finalise document.....	128
<b>Completion record</b> .....	<b>130</b>
<b>Unit mapping</b> .....	<b>131</b>
<b>Trainer/ assessor user instructions</b> .....	<b>133</b>

# About this trainer/assessor guide

---

## Learning resource

---

The learning resource is divided into the following topics:

- » Select and prepare resources
- » Design document
- » Produce document
- » Finalise document

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

---

## Assessment workbook

---

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

---

## Disclaimer

---

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.

---