



CATAPULT

BSBWRT301

Write simple 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 BSBWRT301.

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/BSBWRT301/>

Trainer/assessor guide

BSBWRT301 Write simple documents

Welcome to this unit of study

This unit describes the skills and knowledge required to plan, draft and finalise a basic document.

It applies to individuals who apply a broad range of competencies in various work contexts and may exercise some discretion and judgement to produce a range of workplace documentation.

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

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Plan document	5
Audience and purpose of document.....	5
Format and structure	9
Organisational requirements.....	17
Establishing method of communication.....	20
Check your understanding	23
Topic 2: Draft document.....	25
Developing draft document	25
Including additional information	34
Check your understanding	39
Topic 3: Review document	41
Checking drafts	41
Ensuring draft is proofread	46
Check your understanding	47
Topic 4: Write final document.....	49
Proofreading.....	49
Sending to recipients.....	51
Check your understanding	55
References.....	57
Assessment workbook	59
Unit information	61
What is competency-based assessment?.....	62
How will my competency be assessed?.....	63
Assessment agreement	64
Foundation skills checklist.....	65
Skills recognition.....	66
Topic 1: Plan document	67
Topic 2: Draft document.....	68
Topic 3: Review document	69
Topic 4: Write final document.....	70
Knowledge questions	71
Topic 1: Plan document	72
Topic 2: Draft document.....	79
Topic 3: Review document	82
Topic 4: Write final document.....	87

Performance tasks.....	90
Third party evidence collection agreement	91
Topic 1: Plan document	92
Topic 2: Draft document.....	95
Topic 3: Review document	96
Topic 4: Write final document.....	98
Completion record.....	101
Unit mapping and assessment checklist	102
Trainer/ assessor user instructions.....	104

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Plan document
- » Draft document
- » Review document
- » Write final 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.