



CATAPULT

BSBWRT311

Write simple documents

Table of Contents (Extract)

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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/BSBWRT311/>

Trainer/assessor guide

BSBWRT311 Write simple documents

Welcome to this unit of study

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

The unit applies to individuals who administer a broad range of competencies in various work contexts and may exercise some discretion and judgement to produce a range of simple documents.

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 simple document	5
Audience, purpose and requirements of documents	5
Format, style and structure	10
Establish method of communication	14
Establish key points	16
Check your understanding	19
Topic 2: Draft simple document	21
Develop draft document.....	21
Check the draft	24
Include additional information	26
Check your understanding	27
Topic 3: Finalise simple document.....	29
Ensure draft is proofread	29
Making changes	31
Check your understanding	33
References.....	35
Assessment workbook	37
Unit information.....	39
What is competency-based assessment?.....	40
How will my competency be assessed?.....	41
Assessment agreement.....	42
Foundation skills checklist.....	43
Skills recognition.....	44
Topic 1: Plan simple document	45
Topic 2: Draft simple document.....	46
Topic 3: Finalise simple document.....	47
Knowledge questions	48
Topic 1: Plan simple document	49
Topic 2: Draft simple document	54
Topic 3: Finalise simple document.....	58
Topic 4: Specific knowledge evidence.....	60
Performance tasks.....	61
Third party evidence collection agreement	62
Topic 1: Plan simple document	64
Topic 2: Draft simple document	66
Topic 3: Finalise simple document.....	68
Completion record.....	70
Unit mapping.....	71
Trainer/ assessor user instructions.....	73

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Plan simple document
- » Draft simple document
- » Finalise simple 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.

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