

Recognition of Prior Learning (RPL) Pack

Competency Unit	BSBWRT401A Write complex documents				
Unit Descriptor	<i>This unit of competency This unit describes the performance outcomes, skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit applies to individuals who work in a range of business environments and are skilled in the creation of reports, information and general promotion documents that are more complex than basic correspondence, memos or forms and that require review and analysis of a range of information sources.</i>				
Client Candidate Name	Third Party Employer Representative Name		RTO Assessor Name		
Signature	Signature		Signature		
Date	Date		Date		
Supplementary evidence has been provided for this unit <input type="checkbox"/>		Supervisor <input type="checkbox"/>	Client <input type="checkbox"/>	Colleague <input type="checkbox"/>	Supplementary evidence has been verified and attached for this unit <input type="checkbox"/>

Skills and Attitudes Assessment

How am I going to be assessed and what do I need to provide my assessor?	<p>This unit of competency is to be assessed in the workplace or simulated work environment. The following assessment methods are suggested:</p> <ul style="list-style-type: none"> Assessment must ensure: access to an actual workplace or simulated environment; access to office equipment and resources; examples of documents and style guides. A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate; review of structure and content of documents; review of draft documents; review of final documents; demonstration of techniques; oral or written questioning to assess knowledge of word processing software functions. <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Questioning techniques should suit the language and literacy levels of the candidate.</p>	Self Evaluation Assessment 1	Third Party testimonial Assessment 2	RTO Verification Assessment 3	Notes by Assessor
		Task/s Verified by Candidate	Task/s Verified by Supervisor	Task/s Verified by Assessor	
		Yes No	Yes No	Yes No	
	<i>communication skills to clarify requirements of documents.....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>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</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>numeracy skills to collate and present data, graphs and annotated references</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>problem-solving skills to use processes flexibly and interchangeably.</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>production of documents</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>editing draft text to ensure accuracy and clarity of information.....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>knowledge of enterprise style guide/house style.....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>Manages a number of different tasks within the job.....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>Responds to problems, breakdowns, changes to routine</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>Demonstrates a positive attitude and responsibility to work</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	

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The following Elements of Competency and Performance Criteria have been assessed in line with the Required Knowledge and Skills and Attitudes outlined Yes No

<p>Plan documents</p> <p><i>Determine the purposes of documents Choose appropriate formats for documents Establish means of communication Determine requirements of documents Determine categories and logical sequences of data, information and knowledge to achieve document objectives Develop overview of structure and content of documents</i></p>	<p>Draft text</p> <p><i>Review and organise available data, information and knowledge according to proposed structure and content Ensure data, information and knowledge is aggregated, interpreted and summarised to prepare text that satisfies document purposes and objectives Include graphics as appropriate Identify gaps in required data and information, and collect additional material from relevant enterprise personnel Draft text according to document requirements and genre Use language appropriate to the audience</i></p>	<p>Prepare final text</p> <p><i>Review draft text to ensure document objectives are achieved and requirements are met Check grammar, spelling and style for accuracy and punctuation Ensure draft text is approved by relevant enterprise personnel Process text amendments as required</i></p> <p>Produce document</p> <p><i>Choose basic design elements for documents appropriate to audience and purpose Use word processing software to apply basic design elements to text Check documents to ensure all requirements are met</i></p>
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Feedback provided to candidate: Candidate signature:

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Assessment Outcome **Competent** **Not yet competent** **Candidate appeals the outcome** **Yes** **No** **Initials**..... **Details of appeal:**

Knowledge Assessment

Competency Unit

BSBWRT401A Write complex documents

I have supporting documentary evidence to demonstrate that I already attain the required knowledge for this unit and the evidence is attached

Alternatively:
For each of the following criteria, please provide an example of how you have met the requirement in the workplace. If there is insufficient space, attach additional pages. Please attach supporting evidence where possible.

Plan documents (Use the following as a guide to your answer)

- **Determine the purposes of documents**
- **Choose appropriate formats for documents**
- **Establish means of communication**

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- **Determine requirements of documents**
- **Determine categories and logical sequences of data, information and knowledge to achieve document objectives**
- **Develop overview of structure and content of documents**

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Initials of Trainer/Assessor _____

Initials of Candidate _____

