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# Section 1: Meeting VET sector requirements

Training organisations have a range of requirements that they must meet in developing and implementing quality training and assessment strategies and practices for course programs. As a trainer, you also have a range of requirements that must be considered when implementing programs for your specific group of learners.

## 1.1 How Aspire's resources assist in meeting requirements

The following section outlines a range of VET sector requirements and how Aspire's resources may assist you and your training organisation in implementing a quality learning experience.

VET sector requirement	Aspire's approach
<b>Australian Qualifications Framework</b> The Australian Qualifications Framework is the national policy for regulated qualifications in the Australian education and training system. The AQF incorporates the quality assured qualifications from each education and training sector into a single comprehensive national qualifications framework. You and your training organisation must be aware of the requirements of the relevant AQF qualification or course requirements, from the endorsed training package, as you implement course delivery.	Aspire's learning resources, practice tasks and learning checkpoints have been pitched at a level suitable for the unit of competency and the qualifications for which it is relevant, based on the specifications in the Australian Qualifications Framework (AQF) (Second edition, January 2013). For more information regarding these specifications, and to download the Australian Qualifications Framework, visit the AQF website at: <a href="http://www.aqf.edu.au">www.aqf.edu.au</a> .
<b>Volume of learning</b> When developing training and assessment strategies for this unit and the qualification for which it is relevant, you and your training organisation must take into account the volume of learning requirements as defined by the Australian Qualifications Framework. An explanation of volume of learning can be accessed at: <a href="http://www.aqf.edu.au/wp-content/uploads/2013/06/Volume-of-Learning-Explanation.pdf">www.aqf.edu.au/wp-content/uploads/2013/06/Volume-of-Learning-Explanation.pdf</a>	The sample delivery plans provided in section 3.2 include suggested time allocations. You may need to adjust these allocations when planning delivery in the context of a whole qualification to meet volume of learning requirements and learner needs.

## 1.2 Resource quality assurance processes

Aspire's resources are developed with rigorous quality assurance (QA) practices in place.

The QA process includes five components that support VET sector requirements:

1. Independent external QA of Aspire resources is carried out by QA consultants who are not employed or subcontracted by Aspire for resource development and have no other involvement or interest in the operations of Aspire. These QA consultants have vocational competencies and current industry skills relevant to the unit and/or current knowledge and skills in vocational teaching and learning. QA consultants also hold either:
  - TAE40110 Certificate IV in Training and Assessment (or its successor)
  - a diploma or higher level qualification in adult education.
2. Aspire engages with relevant industry bodies to ensure its resources meet industry needs (as identified in each individual unit of competency). This involves networking on an ongoing basis with industry networks, peak bodies and/or employers, and obtaining their feedback on resource content and assessments.
3. Resources are also reviewed by various training organisations and learner groups prior to release, to obtain and address feedback concerning resource usability.
4. Aspire uses external writers and/or subject matter experts who have relevant qualifications to an appropriate level in the subject area of the unit and current knowledge and skills in vocational teaching and learning.
5. Aspire's instructional design team has the following qualifications or similar:
  - Certificate IV in Training and Assessment or higher (with a preference for Diploma of VET)
  - TAESS00001 Assessor Skill Set or its successor.

## Section 2: Unit of competency information

### 2.1 Unit of competency

#### BSBADM506 Manage business document design and development

##### Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

##### Application

This unit describes the skills and knowledge required to establish standards for the design and production of organisational documents and to manage document design and production processes to ensure agreed standards are met.

It applies to individuals employed in a range of work environments who require well-developed skills in the use of a range of software packages. They use these skills to establish, document and implement consistent standards of document design within an organisation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

##### Unit Sector

Administration – General Administration

## 2.2 Unit of competency assessment requirements

### Assessment Requirements for BSBADM506 Manage business document design and development

#### Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

<b>Performance Evidence</b>	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"><li>• identify the organisational needs, requirements and information technology capabilities relevant to the design and production of documents</li><li>• establish documentation standards to meet organisational requirements</li><li>• design, test and amend document templates</li><li>• develop and implement documentation and training to support use of standard templates and macros</li><li>• monitor the implementation of standard documentation templates and macros and make improvements in line with organisational requirements.</li></ul> <p>Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.</p>
<b>Knowledge Evidence</b>	<p>To complete the unit requirements safely and effectively, the individual must:</p> <ul style="list-style-type: none"><li>• describe document production processes</li><li>• identify costs involved with the implementation of standard documentation</li><li>• explain the software applications relevant to document design and development in the organisation</li><li>• identify key provisions of relevant legislation and regulations, codes and standards affecting document production</li><li>• outline organisational policies and procedures relating to document production</li><li>• list sources of expertise available externally to the organisation or workgroup.</li></ul>

## 3.2 Delivery plans

The following sample delivery plans can be used to deliver *BSBADM506 Manage business document design and development*. These plans, including the time allocations, are suggestions only. You may need to add to them, change them or substitute your own activities according to the interest level, experience of the learners and the specific situation. Remember, it is your responsibility as the trainer to use the most appropriate strategies for your learners.

The delivery plans have been developed for use in a face-to-face delivery environment. However, certain features of the delivery plans can be adapted to be used for individual/online learners, particularly for those parts of the learning content that necessitate some form of group interaction or communication.

Topic 1: Establish documentation standards	
<b>Suggested time allocation:</b> 15 hours <b>Suggested resources:</b> <ul style="list-style-type: none"> <li>Recommended reading</li> <li>Slide presentation software</li> </ul>	Slide nos: 2–14
<b>Recommended reading</b>	<b>Terminology checklist</b>
Aspire learner guide <i>BSBADM506 Manage business document design and development</i> , Release 1 Topic 1: Establish documentation standards	<ul style="list-style-type: none"> <li>Design and production criteria</li> <li>Legal requirements</li> <li>Privacy requirements</li> <li>Ethical requirements</li> <li>Templates</li> <li>Macros</li> <li>Style guide</li> <li>Networking devices</li> <li>Electronic/paper media</li> <li>Margins, fonts and spacing</li> <li>Checking final copy</li> </ul>
<b>Suggested training strategies</b>	
<ul style="list-style-type: none"> <li>Commence facilitation of this unit of competency by introducing learners to the Aspire learner guide for <i>BSBADM506 Manage business document design and development</i>. You may wish to discuss recognition of prior learning processes with learners at this stage.</li> </ul>	
<ul style="list-style-type: none"> <li>Discuss with learners the importance of identifying the foundation skills that they develop as they progress through this unit. The preliminary pages of the learner guide include useful information regarding the foundation skills relevant for this unit.</li> </ul>	
<ul style="list-style-type: none"> <li>Encourage learners to develop a personal glossary to record any terms that are new to them. They should record a definition and use the term in the correct context. The personal glossary could be included in a portfolio of evidence for assessment.</li> </ul>	
<ul style="list-style-type: none"> <li>Encourage learners to maintain a learning journal as they undertake this unit of study. They should use the learning journal to record their workplace experience, their reflections on their learning, feedback they receive from trainers, supervisors, clients and their more experienced colleagues and their self-assessment of their performance in the workplace. Advise learners whether their learning journal could form a component of their assessment in this unit. The journal could be used</li> </ul>	

## 3.3 Learning mapping

*BSBADM506 Manage business document design and development, Release 1*

Unit of competency	Content	Practice tasks	Learning checkpoint
<b>Element 1: Establish documentation standards</b>			
1.1 Identify organisational and legislative requirements for information entry, storage, output, and quality of document design and production	1A Identify organisational requirements for document design and production	1	LC 1: Part A 1, 4
1.2 Evaluate organisation's present and future information technology capability in terms of its impact on document design and production	1B Evaluate the organisation's IT capability in terms of document design and production	2	LC 1: Part A 7
1.3 Identify types of documents used and required by organisation	1C Identify types of documents used and required by the organisation	3	LC 1: Part A 7
1.4 Establish documentation standards and design tasks for organisational documents in accordance with information, budget and technology requirements	1D Establish documentation standards and design tasks	4	LC 1: Part A 6
<b>Element 2: Manage template design and development</b>			
2.1 Ensure standard formats and templates suit the purpose, audience and information requirements of each document	2A Ensure standard formats and templates suit document requirements	5	LC 2: Part A 1, 2, 4; Part B 1 2 4
2.2 Ensure document templates enhance readability and appearance, and meet organisational requirements for style and layout	2B Ensure document templates enhance readability and appearance, and meet style and layout requirements	6	LC 2: Part A 2; Part B

## 4.3 Assessment mapping

*BSBWOR501 Manage personal work priorities and professional development, Release 1*

Unit of competency	Part A – Questioning	Part B – Project: Scenario	Part C – Project: At work	Part D – Observation	Part E – Third-party report
<b>Element 1: Establish documentation standards</b>					
1.1 Identify organisational and legislative requirements for information entry, storage, output, and quality of document design and production	Q1, Q2	P3	P3		
1.2 Evaluate organisation's present and future information technology capability in terms of its impact on document design and production	Q8	P17	P17		
1.3 Identify types of documents used and required by organisation		P10	P10	O1	O1
1.4 Establish documentation standards and design tasks for organisational documents in accordance with information, budget and technology requirements	Q5	P11	P11		
<b>Element 2: Manage template design and development</b>					
2.1 Ensure standard formats and templates suit the purpose, audience and information requirements of each document	Q3, Q4	P8	P8		
2.2 Ensure document templates enhance readability and appearance, and meet organisational requirements for style and layout	Q21	P9	P9		



## 4.5 Completing the record of outcome

Once all required assessment tasks and options have been completed satisfactorily by the candidate, the final assessment record of outcome form must be completed.

This must be submitted to your training organisation's records administration as soon as possible after the final assessment tasks are completed and marked. An example is provided here.

### Record of outcome

Training organisation name:		
Candidate name:		
Unit code and title:	BSBADM506 Manage business document design and development, Release 1	
Assessor name:		
Assessor email:		
Assessor phone number:		
Assessment tasks:		Satisfactorily completed
	Part A – Questioning	<input type="checkbox"/>
	<input type="checkbox"/> Part B – Project: Managing business document design and development at BizOps Enterprises OR <input type="checkbox"/> Part C – Project: Managing business document design and development at work	<input type="checkbox"/>
	<input type="checkbox"/> Part D – Observation OR <input type="checkbox"/> Part E – Third-party report	<input type="checkbox"/>