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**Unit Standards Comparisons**

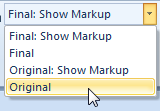
**Unit Standard 111 Version 7 with Version 6**

**Unit Standard 113 Version 7 with Version 6**

**Note**

If you wish to view the Version 7 unit standards do the following:

1. In Microsoft Word click on the Review tab.
2. Click on  then select Original as shown below.



**Unit Standard 111 Version 7 compared with Version 6**

*(deletions shown as strikethrough, insertions in blue)*

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| --- | --- | --- | --- |
| Title | **Use a word processor to produce documents for a business or organisation** | | |
| Level | **2** | **Credits** | **5** |

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| --- | --- |
| Purpose | People credited with this unit standard are able to: describe basic terminologies and techniques used for word processing; and use basic word processing to produce business or organisational documents. |

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| --- | --- |
| Classification | Business Administration > Business Information Processing |

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| --- | --- |
| Available grade | Achieved |

**Explanatory notes**

1 All activities associated with this unit standard must comply with occupational health and safety guidelines and recommendations in relation to working environment and work practices. Reference for this unit standard includes OSH 3211 AFC: 1996 *Approved Code of Practice for the use of Visual Display Units in the Place Of Work*. Occupational Safety and Health Service: Department of Labour, available at <http://www.osh.govt.nz/order/catalogue/pdf/vdu-ac.pdf>.

2 Logical structures such as folders must be used to organise and store files according to business or organisational requirements.

**Outcomes and evidence requirements**

**Outcome 1**

Describe basic terminology and techniques used for word processing.

**Evidence requirements**

1.1 Basic terminology used for word processing are described in terms of function and use.

Range basic terminologies include but are not limited to – document creation, naming, storing, retrieval, editing, formatting, previewing, printing.

1.2 Basic techniques used for word processing are described in terms of their function.

Range basic techniques include but are not limited to – keyboard and mouse option shortcuts; customising formats; manipulating text in accordance with the system requirements.

**Outcome 2**

Use basic word processing to produce business or organisational documents.

**Evidence requirements**

2.1 Documents are created, formatted, manipulated, saved and printed in accordance with information provided, output required, and program features and requirements.

Range four documents of a minimum three pages formatted text;

creation includes use of keyboard and mouse options and shortcuts;

evidence of six keyboard and three mouse options and shortcuts are required;

format includes – line, paragraph, page orientation, margins, tabulation, font selection, format painter;

manipulation may include but not limited to – move, copy, insert, delete, undo/redo, find and replace, set language, check spelling and grammar, customise dictionary;

evidence of six manipulation techniques are required;

save includes differentiation between – save, save as a new file.

2.2 System features are used to identify and manipulate screen display options and controls.

Range features may include but are not limited to – maximise and minimise, page view, layout view, normal view, print preview, zoom %, ruler, ribbons, groups, tool bars, help;

evidence of at least four features is required.

2.3 Data security procedures and file management techniques are used according to the word processing program in use and business or organisational requirements.

Range password protection of documents, rename file, locate files, backup systems, external storage of documents, display folder contents.

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| Planned review date | 31 December 2015 |

**Status information and last date for assessment for superseded versions**

| Process | Version | Date | Last Date for Assessment |
| --- | --- | --- | --- |
| Registration | 1 | 30 March 1993 | December 2011 |
| Review | 2 | 27 June 1996 | December 2011 |
| Review | 3 | 28 April 1997 | December 2011 |
| Review | 4 | 28 June 1999 | December 2011 |
| Review | 5 | 26 September 2005 | December 2012 |
| Review | 6 | 17 December 2010 | N/A |

|  |  |
| --- | --- |
| Accreditation and Moderation Action Plan (AMAP) reference | 0113 |

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Please note**

Providers must be granted consent to assess against standards (accredited) by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Consent requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

**Comments on this unit standard**

Please contact NZQA National Qualifications Services [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.

**Unit Standard 113 Version 7 compared with Version 6**

*(deletions shown as strikethrough, insertions in blue)*

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| --- | --- | --- | --- |
| Title | **Produce business or organisational information using advanced word processing functions** | | |
| Level | **4** | **Credits** | **10** |

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| Purpose | People credited with this unit standard are able to: apply advanced features and functions of word processing to produce business information; and apply language and text processing skills to produce business information. |

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| Classification | Business Administration > Business Information Processing |

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| --- | --- |
| Available grade | Achieved |

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| --- | --- |
| Entry information | |
| Recommended skills and knowledge | Unit 112, *Produce business or organisational information using word processing functions*. |

**Explanatory notes**

1 All activities associated with this unit standard must comply with occupational health and safety guidelines and recommendations in relation to working environment and work practices. Reference for this unit standard includes OSH 3211 AFC: 1996 *Approved Code of Practice for the use of Visual Display Units in the Place Of Work*. Occupational Safety and Health Service: Department of Labour, available at <http://www.osh.govt.nz/order/catalogue/pdf/vdu-ac.pdf>.

2 Definition  
*Established conventions* refer to accepted practices of display and design for page layout, font selection and size, use of proportional font, text formatting, use of lines, boxes, borders, shading, tables and columns, and margin alignment. Conventions used must produce documents that are fit for their intended use and meet organisational style requirements.

*Organisational requirements* refer to the management practices used by the organisation.

3 Business or organisational information requires the production of six different types of complex documents which may include but are not limited to – legal, financial and technical documents; formal reports; formal meeting documents; promotional brochures; forms for completing electronically and/or manually.

4 Spelling, grammar, vocabulary, and punctuation in the documents must be consistent with the nature and purpose of the business or organisational information required. Candidates must be given the opportunity to proofread their work prior to submission.

5 Logical structures such as folders must be used to organise and store files according to organisational requirements.

**Outcomes and evidence requirements**

**Outcome 1**

Apply advanced features and functions of word processing to produce business information.

**Evidence requirements**

1.1 Advanced formatting features are applied to present documents in accordance with the output required and organisational style requirements.

Range advanced formatting features include – creation and application of styles; table of contents and index; drop-down list and inserted field codes (in electronic form); complex tables; macros; outline numbering; page and section breaks; import/embed data from another software application;  
includes at least two of the following – use of foreign characters; mathematical symbols and/or foreign currency symbols; calculations and use of formulae; integration of text and graphics; assembling documents using hyperlinks.

1.2 Documents are produced incorporating multiple columns and tabulated material in accordance with system features and output required.

Range advanced entry features may include but are not limited to – creating and applying macros, creating and editing styles, hyperlinks;  
evidence of two is required.

1.3 Templates are produced and variable data is inserted in accordance with the output required.

1.4 Documents are produced using advanced merge options in accordance with the output required.

Range conditional merge, multiple merges from same data source, linked files, if/then/else statements, random data records, linked database;

evidence of three is required.

1.5 File management facilities are used to search, locate, and manipulate word processing files, folders and subfolders in accordance with system features and organisational requirements.

**Outcome 2**

Apply language and text processing skills to produce business information.

**Evidence requirements**

2.1 Spelling, grammar, vocabulary, and punctuation are consistent with the nature and purpose of the complex documents required.

2.2 Page layout, format and design of complex documents are consistent with established conventions, the output required, and meet organisational style requirements.

Range evidence of three documents is required.

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| Planned review date | 31 December 2015 |

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