



**Australian Government**

# **BSBWRT301 Write simple documents**

**Release: 1**

## BSBWRT301 Write simple documents

### 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 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.

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

### Unit Sector

Communication – Writing

## Elements and Performance Criteria

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Plan document	1.1 Determine audience and purpose for the document 1.2 Determine the format and structure 1.3 Establish key points for inclusion 1.4 Identify organisational requirements 1.5 Establish method of communication 1.6 Establish means of communication
2 Draft document	2.1 Develop draft document to communicate key points 2.2 Obtain and include any additional information that is required
3 Review document	3.1 Check draft for suitability of tone for audience, purpose, format and communication style 3.2 Check draft for readability, grammar, spelling, and sentence and paragraph construction 3.3 Check draft for sequencing and structure 3.4 Check draft to ensure it meets organisational requirements 3.5 Ensure draft is proofread, where appropriate, by supervisor or colleague
4 Write final document	4.1 Make and proofread necessary changes 4.2 Ensure document is sent to intended recipient 4.3 File copy of document in accordance with organisational policies and procedures

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Reading	1.1-1.3, 3.1-3.4, 4.1	<ul style="list-style-type: none"> <li>Recognises and interprets a variety of text to determine and confirm task requirements</li> <li>Proofreads documents checking for grammar, spelling, structure, and suitability of style and format for audience</li> </ul>
Writing	2.1, 2.2, 3.1-3.5, 4.1	<ul style="list-style-type: none"> <li>Produces and edits basic documents, according to organisational requirements, for a given audience and purpose</li> </ul>
Oral Communication	2.2, 3.5	<ul style="list-style-type: none"> <li>Uses listening and questioning skills to seek additional information or confirmation of task completion</li> </ul>
Navigate the world of work	1.4, 3.4, 4.3	<ul style="list-style-type: none"> <li>Understands and complies with organisational policies and procedures</li> </ul>
Interact with others	2.2, 3.5	<ul style="list-style-type: none"> <li>Follows accepted communication practices and protocols when seeking information or feedback from others</li> </ul>
Get the work done	1.1-1.6, 2.1, 2.2, 3.4, 3.5, 4.1-4.3	<ul style="list-style-type: none"> <li>Takes responsibility for planning, sequencing and prioritising tasks to achieve required outcomes</li> <li>Uses the main features and functions of digital tools to complete work tasks</li> </ul>

## Unit Mapping Information

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
BSBWRT301 Write simple documents	BSBWRT301A Write simple documents	Updated to meet Standards for Training Packages	Equivalent unit

## **Links**

Companion volumes available from the IBSA website:

[http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes) - [http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes)