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| Title | **Write documents to achieve effective communication for a business purpose** | | |
| Level | **4** | **Credits** | **4** |

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| Purpose | People credited with this standard are able to write documents to achieve effective communication for a business purpose. |

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| Classification | Communication Skills > Writing |

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| Available grade | Achieved |

**Guidance Information**

1 Definitions  
*Organisational requirements* refers to organisational policies and procedures, and includes any ethical and legal requirements relevant to the organisation.

*Writing style* means the preferred style of an individual or organisation for their written communication. Its purpose is to provide consistency and readability. Examples of formal writing styles are included in style guides produced by government organisations, the legal profession, and corporations.

2 Candidates must be assessed against this unit standard in a real-life business context using naturally occurring evidence, or in simulated conditions relevant to the candidate which require performance equivalent to a real-life context.

3 Business documents may include – reports, proposals, procedures, and/or other professional documents.

4 All activities relevant to this standard will respect ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi).

5 All activities will, as relevant to candidates and/or this standard, reflect the peoples of the Pacific and other cultures, and their world views.

**Outcomes and performance criteria**

**Outcome 1**

Write documents to achieve effective communication for a business purpose.

Range evidence of three documents, two documents of at least 300 words and one document of 800 – 1000 words.

**Performance criteria**

1.1 Content is presented in a logical and coherent sequence that achieves the intended purpose of the communication.

1.2 Language is consistent with writing style of organisation and helps achieve the intended purpose of the communication.

Range language includes – vocabulary, punctuation, grammar.

1.3 Tone and level of formality fit the subject matter, audience needs, and purpose.

1.4 Layout and format create a readable document in accordance with organisational requirements.

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| Planned review date | 31 December 2026 |

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

| Process | Version | Date | Last Date for Assessment |
| --- | --- | --- | --- |
| Registration | 1 | 30 August 1999 | 31 December 2012 |
| Review | 2 | 18 December 2006 | 31 December 2013 |
| Review | 3 | 17 November 2011 | 31 December 2017 |
| Review | 4 | 18 June 2015 | 31 December 2020 |
| Review | 5 | 16 February 2017 | N/A |
| Review | 6 | XXXX 2021 | N/A |

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| Consent and Moderation Requirements (CMR) reference | 0113 |

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

**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.