



12153 Compost text for business US1111



The purpose of the unit standard requires learners to follow a process in writing texts and reports required in business. It is intended to promote clear, unambiguous communication in plain language and to improve the quality of written reports and other texts that are specific to a business environment, require a particular format and may include specified legislated requirements. The unit standard enables learners to recognise and effectively use textual conventions and features specific to business texts.

Benefits of attending this courses

The qualifying learner is capable of:

- using textual features and conventions specific to texts
- identifying the intended audience for the communication
- identifying the purpose of a text
- selecting the appropriate text type, format and layout for the purpose
- organising and structuring a technical text appropriately
- using appropriate grammar conventions
- drafting and editing a technical text
- recognising errors and checking for accuracy
- presenting the same information in different ways
- using plain language in business

Course Options

- Classroom Facilitated – can be conducted on-site. Talk to us about this option
- Public courses – check the latest schedule for dates
- Digital Blended Learning – Download your text books and attend revision sessions
- Self-study – Download your Text books and assignments and complete at your own pace
- Customised – all learning materials can be customised to include internal SOP's

Who should attend and prerequisites

There is open access to this unit standard. Learners should be competent in Communication at level 3.

How to Book

Complete the form on our website to enquire about this course and make a booking.

Course Outline – Key Learning Points

- Use textual features and conventions specific to business texts for effective writing.
- Identify and collect information needed to write a text specific to a particular function.
- Compose a text using plain language for a specific function.
- Organise and structure a text appropriately for a business function.

Accreditation and Assessment

MerSETA Unit Standard: NLRD12153

This unit standard is on NQF Level 4 and has 5 credits.

Delegates are required to submit a Portfolio of Evidence (POE) and Final Summative Assessment (FSA) results in order to be accredited against this Unit Standard.

Duration and delivery options

This course is conducted over 1 day.

Where to next..?

After completing this course your next learning opportunities include:

- Organizational Discipline
- Customer Care
- Supervisory and Leadership Skills

About BIZZCO

BIZZCO is an accredited training provider with MerSETA and TETA. We specialise in providing training and skills development services for the Supply Chain and Operations environment. We have a number of services specially designed to enhance the performance of your Supply Chain teams.

Why not try our **Competency Assessment** to measure the skills gaps in your Supply Chain? Our website has more information about this service.