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| School In A Box Logo | **My School**  Cambridge TEC (Certificate/Diploma) in Business  **Unit 05 – Follow Administrative Practices and Create Procedures** | Student Name:­­­­ **Grade Awarded by:**  **Date Awarded: \_\_\_\_\_\_\_\_\_\_** Grade: PASS/MERIT/DISTINCTION |

##### Unit 05 - Assignment Checklist - DD-MM-20YY

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| **TASKS & LEVEL** | **ACTIVITIES** | **Student**  **Staff** |
| **LO1 - Be Able to Produce and Distribute Business Documents** | | |
| **P1.1 – Task 01** | Produce accurate business documents using a range of appropriate software. |  |
| **M1.1 – Task 02** | Take and produce accurate minutes at a meeting. |  |
| **P2.1 – Task 03** | Integrate relevant business images/pictures, logos and simple graphs into business documents |  |
| **P3.1 – Task 04** | Distribute business documents to relevant personnel using appropriate distribution channels. |  |
| **M2.1 – Task 05** | Employ a system for requesting safe receipt of business documents by the intended recipient |  |
| **D1.1 – Task 06** | Create a system for logging the documents that have been distributed and received. |  |
| **D1.2 – Task 07** | Create a system for ensuring safe redistribution of documents to potential non-recipients. |  |
| **D1.3 – Task 08** | Print off minutes for staff who have not responded to the read notification. |  |
| **LO2 - Be Able to Locate, Store, Search and Retrieve Data for Routine Administrative Tasks** | | |
| **P4.1 – Task 01** | Locate, retrieve and store from electronic folders |  |
| **P4.2 – Task 02** | Locate, retrieve and store from electronic folders. |  |
| **M3.1 – Task 03** | Evidence and explain how to comply with good practice procedures when storing and retrieving data |  |
| **M3.1 – Task 04** | Comply with good practice procedures when storing and retrieving data |  |
| **P5.1 – Task 05** | Report a technological issue using the proper processes. |  |
| **LO3 - Be Able to Support Business Meetings** | | |
| **P6.1 – Task 01** | Discuss with example, the different forms of meeting. |  |
| **P6.2 – Task 02** | Discuss in a report with examples the different requirements for a meeting. |  |
| **P6.3 – Task 03** | Organise and prepare the requirements for a formal face to face meeting. |  |
| **P6.4 – Task 04** | Organise and prepare the requirements for a virtual business meeting. |  |
| **P7.1 – Task 05** | Produce business meeting documentation for a specific purpose. |  |
| **D2.1 – Task 06** | Create folders to store documentation for a meeting group |  |
| **D2.2 – Task 07** | Create a corresponding filing guide on how to use them. |  |
| **M4.1 – Task 08** | Check meeting rooms and facilities in advance of business meetings and identify any missing or faulty equipment or documentation. |  |
| **D3.1 – Task 09** | Arrange for missing or faulty equipment or documentation to be replaced and available in time for the start of the meeting. |  |
| **P8.1 – Task 10** | Set up a face-to-face and virtual meeting in line with requirements |  |
| **P9.1 – Task 11** | Produce and dispatch meeting documentation, in line with requirements. |  |
| **P10.1 – Task 12** | Complete follow-up procedures for a business meeting including action points. |  |
| **D4.1 – Task 13** | Create a system for tracking that action points from a meeting are being completed by others and reporting progress to relevant personnel. |  |