Office Procedures

8993-01-001 (Level 1) 8993-02-002 (Level 2)

Performance Codes

	Level 1	Level 2
Narrow fail	AA	AA
Insufficient work submitted	AB	AB
Knowledge of facts restricted	EA	EA
Comprehension/application - limited	EB	EB
The office / and its role in the organisation	FC	FC
Communications	FD	FD
Office systems and procedures	FE	
Filing	FF	
Support services and equipment	FG	FG
Payment procedures and documentation		FH
Meeting and travel arrangements		FI
Information and record handling		FJ