

ES9 Produce election/referendum documents

Unit Summary

What is the unit about?

Producing election/referendum documents - such as poll cards, election notices and election stationery – that are accurate, fit-for-purpose and meet statutory requirements is a key responsibility for a wide range of electoral services staff. This unit describes the competences required to: agree and organise the content of documents, make appropriate use of technology to produce documents, liaise with external suppliers where necessary, store and distribute documents.

Who is the unit for?

This unit is appropriate to the work of staff with a responsibility for producing documents such as poll cards and election/referendum notices.

Links with other units

This unit links with the following units:

- 304 – Procure products and services
- 404 – Manage contracts

Scope of the unit

This unit includes production of the following types of [election/referendum documents](#):

- Application forms for identity cards (Northern Ireland only)
- Poll cards
- Election/referendum notices
- Mayoral statements
- Polling station notices and signs
- Observer documentation
- Other election stationery

ES9 Produce election/referendum documents

Outcomes of Effective Performance

Producing election/referendum documents

You must be able to:

1. establish the purpose, content, style, quality standards and deadlines for the **documents**
2. identify and gather the resources you need to prepare the **documents**
3. review existing **documents** against the requirements of current, relevant legislation and identify where amendments are required
4. organise the content required for the **documents**
5. make efficient and appropriate use of the technology available to produce the **documents** in the agreed style
6. liaise with, and brief, external suppliers where the production of **documents** is to be out-sourced
7. check **documents** for accuracy, editing and correcting them as necessary
8. store draft and final **documents** safely and securely in an approved location
9. ensure that **documents** are distributed within agreed deadlines and to the required specification

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Knowledge and understanding

You need to know and understand the following:

Legislation, policy and practice

- K1. relevant legislation, codes of practice and guidance relating to the preparation of election/referendum documents
- K2. your organisational policies and procedures relating to the preparation of election/referendum documents
- K3. your role, responsibilities and authority relating to the preparation of election/referendum documents
- K4. the role, responsibility and authority of others relating to the preparation of election/referendum documents

Producing election/referendum documents

- K5. the importance of producing user-friendly and accurate documents
- K6. the different types of documents that you may be asked to produce and the document styles you should use
- K7. the timetables and deadlines that apply to the production of different types of election/referendum documents
- K8. why it is important to establish the purpose, content, style and quality standards for the documents
- K9. how to review existing documents against the requirements of current, relevant legislation, and how to make the necessary amendments
- K10. the types of resources you need to produce user-friendly and accurate election/referendum documents
- K11. the different types of technology available for inputting, formatting and editing text and their main features
- K12. how to liaise with, and brief, external suppliers where the production of documents is out-sourced
- K13. how to organise the content you need for the documents
- K14. how to integrate and layout text and non-text (e.g. logos) content
- K15. how to check for accuracy, and why it is important to do this
- K16. why it is important to store draft and final documents safely and securely, and the approved locations for this
- K17. the importance of confidentiality and data protection
- K18. how to ensure that election/referendum documents are distributed within agreed deadlines and to the required specification