

**Office Procedures**

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

**Performance Codes**

		<b>Level 1</b>	<b>Level 2</b>
	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