OCR
Oxford Cambridge and RSA

Unit Title:	**Prepare text from shorthand**
OCR unit number:	15
Level:	2
Credit value:	6
Guided learning hours:	46
Unit reference number:	M/506/1816

Unit aim and purpose

This unit aims to develop the knowledge and skills required to prepare text from shorthand. Upon completion of this unit, learners will be able to use shorthand to prepare text.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Understand how to use shorthand to create text	**The Learner can:** 1.1 Explain the importance of confirming the purpose of the text and intended audience 1.2 Describe techniques that may be used when taking shorthand notes 1.3 Explain the consequences of incorrect spelling, punctuation, grammar and sentence structure, and inaccurate content 1.4 Explain how technology features can help to create, format and check the accuracy of text 1.5 Describe ways of checking produced texts for accuracy and correctness 1.6 Describe organisational procedures for the storage, security and confidentiality of information	
2 Be able to use shorthand to prepare text	2.1 Agree the purpose, format and deadlines for texts 2.2 Take dictation using shorthand at the speed required by the organisation 2.3 Input and format text from shorthand notes 2.4 Check that text is accurate and the meaning is clear and correct	

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Learning Outcomes	Assessment Criteria	Additional Guidance
	2.5 Store texts and original notes safely and securely following organisational procedures 2.6 Present texts in the required formats and within the agreed timescales	

Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Business & Administration (2013) National Occupational Standards:	CFABAD311 CFABAD311a CFABAD311b	• Prepare text from shorthand • Prepare text from shorthand (60 wpm) • Prepare text from shorthand (80 wpm)

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .

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