OCR
Oxford Cambridge and RSA

Unit Title:	**Produce minutes of meetings**
OCR unit number:	11
Level:	2
Credit value:	3
Guided learning hours:	13
Unit reference number:	Y/506/1812

Unit aim and purpose

This unit aims to develop the knowledge and skills required to produce minutes of meetings. Upon completion of this unit, learners will be able to take notes of meetings and then produce minutes of meetings.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Understand how to take minutes of meetings	**The Learner can:** 1.1 Explain the purpose of different types of **minutes** and other **meeting records**	**Minutes** are a written record of a meeting or hearing **Meeting records** may include: • Minutes • Agendas • Audio recordings • Video recordings • Secretary's notes
	1.2 Explain the legal requirements of **formal minutes**	**Formal minutes** are a permanent, detailed record of business transacted and resolutions adopted at official meetings that must be approved at the next meeting as a true representation of the proceedings
	1.3 Describe **organisational conventions** for producing minutes 1.4 Describe the responsibilities of the minute taker in a meeting 1.5 Explain why it is important to maintain confidentiality of meetings, discussions and actions 1.6 Explain why it is necessary to record who proposed and seconded suggestions and changes	**Organisational convention** is the way in which something is usually done within a business
2 Be able to take notes of meetings	2.1 Take accurate notes of the attendance, proceedings, areas of discussion and	

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Learning Outcomes	Assessment Criteria	Additional Guidance
	agreed actions of meetings 2.2 Record allocated responsibilities for agreed actions	
3 Be able to produce minutes of meetings	3.1 **Transcribe** notes accurately into meeting minutes using correct language, grammar, punctuation and sentence structure and in the agreed style 3.2 Include agreed attachments or **appendices** 3.3 Obtain approval for the final documents 3.4 Distribute minutes to the agreed distribution list 3.5 Maintain the requirements of confidentiality	To **transcribe** is to put into a written or printed form **Appendices** are supplementary material at the end of a document, usually of an explanatory, statistical, or bibliographic nature

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:	CFABAA441	• Take minutes

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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