OCR
Oxford Cambridge and RSA

Unit Title:	**Prepare text from recorded audio instruction**
OCR unit number:	16
Level:	2
Credit value:	4
Guided learning hours:	15
Unit reference number:	T/506/1817

Unit aim and purpose

This unit aims to develop the knowledge and skills required to prepare text from recorded audio instruction. Upon completion of this unit, learners will be able to prepare text from recorded notes.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Understand the preparation of text from recorded notes	**The Learner can:** 1.1 Explain the importance of confirming the purpose of the text and intended audience 1.2 Describe the main features of the different **types of technology** that can be used for playing back recordings 1.3 Explain how different **speaking styles** of those giving dictation can affect outputs 1.4 Explain the consequences of incorrect spelling, punctuation, grammar and sentence structure, and inaccurate content 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	**Types of technology** may include: • Analogue recording • Digital recording • Dictation software • Tape recorders • Disk recorders **Speaking styles** may include: • Accents • Slang • Abbreviations • Mumbling
2 Be able to prepare text from recorded notes	2.1 Agree the purpose, format and deadlines for texts 2.2 Input and format text from audio recording 2.3 Check that text is accurate and the meaning is clear and correct	

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Learning Outcomes	Assessment Criteria	Additional Guidance
	2.4 Store texts and original recordings safely and securely following organisational procedures 2.5 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:	CFABAD312 CFABAD312a CFABAD312b	• Prepare text from recorded audio instruction • Prepare text from recorded audio instruction (40 wpm) • Prepare text from recorded audio instruction (60 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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