Unit Title:	**Prepare text from notes**
OCR unit number:	9
Level:	1
Credit value:	2
Guided learning hours:	10
Unit reference number:	M/506/1797

Unit aim and purpose

This unit aims to develop the knowledge and skills required to prepare texts from notes. Upon completion of this unit, learners will be able to produce text from their own or others' notes.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Know how to prepare text from notes	**The Learner can:** 1.1 Describe the **different types of business documents** that can be produced from notes 1.2 Describe responsibilities and procedures for agreeing, producing and checking text 1.3 State the potential consequences of producing inaccurate text 1.4 State organisational procedures for the storage, security and confidentiality of text	**Different types of business documents** may include: • Minutes • Agenda • Memos • Letters • Presentations
2 Be able to produce text from own or others' notes	2.1 Produce accurate text from notes in the required format and to agreed timescales 2.2 Check that the text is an accurate depiction of the notes 2.3 Check that the text has correct spelling, punctuation, grammar and sentence structure 2.4 Store texts and original notes in accordance with organisational procedures	

Assessment

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

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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:	CFABAA213	• Prepare text from notes

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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