

<b>Qualification title:</b>	<b>OCR Level 1 Award in Text Processing (Business Professional)</b>		
<b>Qualification number:</b>	<b>500/4126/5</b>	<b>Credit value:</b>	<b>8</b>
<b>An overview of this qualification</b>	<ul style="list-style-type: none"> <li>• The OCR Level 1 Award in Text Processing (Business Professional) is a skills-based qualification that assesses your ability to produce straightforward business documents with accuracy, using a keyboard and functions. It also aims to enhance your proofreading skills.</li> <li>• The units that make up this qualification were developed from the RSA Text Processing Modular Awards which have been widely recognised by employers as benchmark qualifications in this area.</li> <li>• You will complete:             <ul style="list-style-type: none"> <li>○ One mandatory unit – Text Production <i>or</i> Text Production Screen Reader</li> <li>○ A small number of optional units, including:                 <ul style="list-style-type: none"> <li>▪ Audio-Transcription</li> <li>▪ Business Presentations</li> <li>▪ Legal Text Processing</li> <li>▪ Mailmerge</li> <li>▪ Shorthand Speed Skills</li> <li>▪ Speed Keying</li> <li>▪ Word Processing</li> <li>▪ Medical Word Processing</li> </ul> </li> </ul> </li> <li>• Each unit within the qualification has a credit size allocated. You must achieve 8 credits in total, 4 from the mandatory unit and 4 from the choice of optional units. The choice of optional units means that you can choose those most relevant to your individual job or personal development requirements.</li> <li>• Minimum amount of vocational learning = 8 credits</li> <li>• Maximum amount of vocational learning = 8 credits</li> </ul>		
<b>Entry requirements</b>	There are no formal entry requirements for the qualification.		
<b>Age restrictions</b>	This qualification is for learners aged 14 years and over.		
<b>Is this qualification right for me?</b>	<p>The primary purpose of the OCR Level 1 Award in Text Processing (Business Professional) is to prepare you to enter employment in a text processing or administrative-related job role. You may want to take the qualification if you are seeking employment, progression or self-development in the business administration sector.</p> <p>This Level 1 award is a bite-size qualification that develops the skills and knowledge you need to produce straightforward business documents using a keyboard and functions. It introduces the competences you need to produce accurate work and aims to improve your proofreading skills.</p>		

	<p>This qualification sits within a suite of Text Processing (Business Professional) qualifications. The skills-based qualifications allow for natural progression from Entry Level to Level 3. They also come in different sizes at Levels 1-3:</p> <ul style="list-style-type: none"> <li>• Awards offer a bite size introduction to the skills, knowledge and understanding relevant to your role</li> <li>• Certificates allow you to evidence a <b>range</b> of skills, knowledge and understanding relevant to your role</li> <li>• Diplomas allow you to evidence a <b>breadth</b> of skills, knowledge and understanding relevant to your role</li> </ul> <p>This specific size, type and level of qualification might be right for you if you:</p> <ul style="list-style-type: none"> <li>• would like a shorter course of 80 guided learning hours (GLH)</li> <li>• are unable to study a larger qualification such as a Certificate</li> <li>• are studying in preparation for employment</li> <li>• want to progress in employment</li> <li>• wish to gain a Level 1 qualification to support further study in Further Education (FE) in any other sector or subject area.</li> </ul>
<p><b>How could I progress from this qualification?</b></p>	<p>The primary purpose of this qualification is to prepare you to enter employment in a text processing or administrative-related job role such as:</p> <ul style="list-style-type: none"> <li>• Trainee Personal Assistant</li> <li>• Document Production Operator</li> <li>• Assistant Medical Secretary</li> <li>• Administrative Assistant</li> <li>• Junior Administrator</li> <li>• Office Support Assistant</li> </ul> <p>You may want to take the OCR Level 1 Award in Text Processing (Business Professional) if you are seeking progression or self-development in the business administrative sector.</p> <p>Achievement of the qualification allows you to evidence your ability to produce straightforward business documents appropriate to a modern business environment.</p> <p>Alternatively, this qualification supports progression to further learning. You could progress to other qualifications suitable to your level of experience and autonomy, such as the:</p> <ul style="list-style-type: none"> <li>• <a href="#">OCR Level 1 Certificate in Text Processing (Business Professional)</a> (QCF) Skills-based qualification</li> <li>• <a href="#">OCR Level 2 Certificate in Text Processing (Business Professional)</a> (QCF) Skills-based qualification</li> <li>• <a href="#">OCR Level 2 NVQ Certificate in Business and Administration</a> (QCF) Competence qualification</li> </ul>

	<ul style="list-style-type: none"> <li>• <a href="#">OCR Level 2 Certificate in Principles of Business and Administration</a> (QCF) Knowledge qualification.</li> </ul>
<b>Support</b>	<p>The following employers directly support this qualification, recognising it as valuable for their employees:</p> <p>BaxterStorey Birmingham City University Flick Learning McKechnie Whitefriars</p>
<b>Further information</b>	<p>To find out more about the OCR Level 1 Award in Text Processing (Business Professional) please refer to the Centre Handbook available on the OCR website: <a href="http://www.ocr.org.uk/Images/70537-centre-handbook-level-1.pdf">http://www.ocr.org.uk/Images/70537-centre-handbook-level-1.pdf</a></p> <p>If you have any other queries please contact: <a href="mailto:vocational.qualifications@ocr.org.uk">vocational.qualifications@ocr.org.uk</a></p>
<b>About us</b>	<p>OCR is a leading UK awarding body. We provide qualifications which engage people of all ages and abilities at school, college, in work or through part-time learning programmes.</p> <p>Our general and vocational qualifications equip learners with the knowledge and skills they need for their future, helping them achieve their full potential.</p>