OCR
Oxford Cambridge and RSA

Unit Title:	**Prepare text from shorthand (60 wpm)**
OCR unit number	215
Sector unit number	J/601/2485
Level:	2
Credit value:	8
Guided learning hours:	55

Unit purpose and aim

This unit is about preparing different types of text from shorthand notes, where the notes are taken at a minimum speed of 60 words per minute.

Learning Outcomes	Assessment Criteria	Exemplification
The Learner will: 1. Understand the task of preparing text from shorthand	**The Learner can:** 1.1 Describe different types of documents that may be produced from shorthand and the formats to be followed 1.2 Describe different forms in which texts may be presented	Learning outcomes 1 and 2 must be assessed using methods appropriate to the assessment of knowledge and understanding. A holistic approach to assessment should be adopted so that one piece of evidence covers more than one learning outcome and several assessment criteria and where appropriate, can be evidenced across units.
2. Understand the purpose and value of following procedures when preparing text from shorthand	2.1 Explain the value and benefits of agreeing the purpose, format and deadline for preparing texts from shorthand 2.2 Describe ways of checking finished documents for accuracy – including spelling, grammar and punctuation – and correctness, and the purpose of doing so 2.3 Explain the purpose of storing texts and original shorthand notes safely and securely, and ways of doing so	

	2.4 Explain the purpose of confidentiality and data protection when preparing texts from shorthand notes	
	2.5 Explain the purpose and benefits of meeting deadlines	
3. Be able to prepare for tasks, and use shorthand to take dictation	3.1 Agree the purpose, format, and deadlines for preparing texts from shorthand	Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to prepare text from shorthand at 60wpm
	3.2 Take dictation using shorthand at a minimum speed of 60 words per minute	
4. Be able to produce texts from shorthand	4.1 Clarify text requirements, when necessary	
	4.2 Input and format texts to an agreed format from shorthand notes	
	4.3 Make efficient use of technology, as required	
	4.4 Read and check texts for accuracy	
	4.5 Edit and correct texts, as required	
	4.6 Store texts and original shorthand notes safely and securely following organisational procedures	
	4.7 Present texts to the required format and within the agreed deadlines	

Assessment

This unit is centre assessed and externally verified. Your assessor will use a range of assessment methods which may include:

- observation of performance in the work environment
- examination work products
- questioning the learner
- discussing with the learner
- use of others (witness testimony)
- looking at learner statements
- recognising prior learning

Evidence requirements

A range of evidence should be gathered to cover the Learning Outcomes and Assessment Criteria. Examples may include:

- Initial request for task and deadline

- Shorthand notes taken

- Records of clarification sought

- Screen prints

- Draft documents

- Records of storage arrangements

- Final documents

Guidance on assessment and evidence requirements

Refer to sections on Assessment and Evidence requirements above.

National Occupational Standards (NOS) mapping/signposting

This unit is based on the BAD311 Prepare text from shorthand (60wpm)

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

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Link to functional skills standards http://www.qcda.gov.uk/15565.aspx

Functional Skills Standards					
English		**Mathematics**		**ICT**	
Speaking and Listening	✓	Representing		Use ICT systems	✓
Reading	✓	Analysing		Find and select information	
Writing	✓	Interpreting		Develop, present and communicate information	✓

Resources

Access to a working environment with associated equipment and resources

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 .