

## NOTICE TO CENTRES

FAO: Exams Officer/Head of Text Processing

Date: February 2014

Subject: Text Processing (Business Professional) suite

### EXTENSION TO QUALIFICATION END DATES AND CHANGE TO UNIT NUMBERS

The last entry and certification dates for the Text Processing (Business Professional) suite have been extended. The last date for entries for all the qualifications is now 31 December 2014.

Some of the unit reference numbers, provided by Ofqual, have also been updated. The content of the units remain unchanged and OCR's systems recognise the 'old' and 'new' unit reference numbers as equivalents. You can therefore continue to make entries and claims as normal.

The OCR *Admin guide: Vocational qualifications 2013/14* has been updated to reflect these changes. The updated version is available to download at: [www.ocr.org.uk/admin-guides](http://www.ocr.org.uk/admin-guides). The qualification pages of the OCR website are currently being updated to include the new unit reference numbers.

The new unit reference numbers are listed overleaf.

**Please note: Updates to the table listing the unit reference numbers previously shown are indicated with an asterisk (\*).**

If you have any queries about this notice, please call our Customer Contact Centre on 024 76 851509.

# NOTICE TO CENTRES *continued*

## Text Processing (Business Professional)

Level	Unit title	Entry code	Qualification unit number (previous)	New Ofqual qualification unit number
<b>ENTRY LEVEL (3) ITP = 06957 / ITP (SR) = 06957 / SK = 06956</b>				
<b>Entry Level</b>	Initial Text Production	06964	A/501/4174	F/505/7110
	Initial Text Production (screen reader)	00003	M/501/5810	L/505/7109
	Speed Keying	06965	K/501/4171	J/505/7111
<b>LEVEL ONE Award = 06947 / Certificate = 06948 / Diploma = 06949</b>				
<b>Level 1</b>	Text Production	06966	J/501/4081	Y/505/7078*
	Text Production (screen reader)	00004	A/501/5812	A/505/7073
	Audio-transcription	06967	F/501/4130	H/505/7083
	Business Presentations	06968	M/501/4172	D/505/7079
	Computer Keyboard Skills	06969	K/501/4140	No change
	Legal Text Processing	06970	M/501/4141	D/505/7082
	Mailmerge	06971	T/501/4173	R/505/7080
	Shorthand Speed Skills	06972	T/501/4142	M/505/7085
	Speed Keying	06973	H/501/4170	K/505/7084
	Word Processing	06974	Y/501/4070	Y/505/7081
	Cynhyrchu Testun	03945	J/501/4081	Y/505/7078
	Prosesu Geiriau	03946	Y/501/4070	Y/505/7081*
<b>LEVEL TWO Award = 06958 / Certificate = 06959 / Diploma = 06960</b>				
<b>Level 2</b>	Text Production	06975	R/501/6318	M/505/7152*
	Text Production (screen reader)	00005	Y/501/6322	L/505/7093
	Audio-transcription	06976	K/501/4221	F/505/7088
	Business Presentations	06977	R/501/4231	A/505/7090
	Document Presentation	06978	Y/501/4232	J/505/7092
	Legal Audio-transcription	06980	F/501/4225	R/505/7094
	Mailmerge	06994	Y/501/4229	F/505/7091
	Medical Audio-transcription	06995	J/501/4226	A/505/7087
	Medical Word Processing	06996	L/501/4227	J/505/7089
	Shorthand Speed Skills	06997	M/501/4222	D/505/7096
	Speed Keying	06998	T/501/4223	Y/505/7095
	Word Processing	06999	A/501/4224	T/505/7086
	Cynhyrchu Testun	03947	R/501/6318	M/505/7152
	Prosesu Geiriau	03948	A/501/4224	T/505/7086*
<b>LEVEL THREE Award = 06961 / Certificate = 06962 / Diploma = 06963</b>				
<b>Level 3</b>	Text Production	03932	A/501/4210	H/505/7102*
	Text Production (screen reader)	00007	Y/501/5820	T/505/7105
	Audio-transcription	03933	Y/501/6501	J/505/7108
	Document Presentation	03934	K/501/4218	No change
	Legal Word Processing	03935	J/501/4212	K/505/7103
	Shorthand Speed Skills	03936	L/501/4213	A/505/7106
	Speed Keying	03937	R/501/4214	F/505/7107
	Word Processing	03938	M/501/4219	M/505/7104
	Cynhyrchu Testun	03949	A/501/4210	H/505/7102
	Prosesu Geiriau	04606	M/501/4219	M/505/7104*

\*indicates updates to the notice previously available.