

Withdrawal of Text Processing (Business Professional)

OCR constantly reviews the uptake and performance of all its qualifications. As a regulated awarding body, we have a responsibility to remove qualifications that no longer meet the needs of employers and students. We are therefore withdrawing some vocational qualifications at Entry Level and Levels 1, 2 and 3 that have small and declining numbers of students.

All qualifications in this suite are being withdrawn. The final series will be **Summer 2017** with a resit opportunity in Autumn 2017. We will make all units available for examination in Autumn 2017, including those that would not normally be offered in an Autumn series. OCR will of course continue to support and assess the qualifications up to the final series:

Entry Code	Qualification Title	Qualification Number	Final exam series	Resit opportunity
06956	Speed Keying (Entry 3) Entry Level Award	500/4127/7	Summer 2017	Autumn 2017
06957	Initial Text Processing (Entry 3) Entry Level Award	500/3989/1	Summer 2017	Autumn 2017
06947	OCR Level 1 Award in Text Processing (Business Professional)	500/4126/5	Summer 2017	Autumn 2017
06948	OCR Level 1 Certificate in Text Processing (Business Professional)	500/4128/9	Summer 2017	Autumn 2017
06949	OCR Level 1 Diploma in Text Processing (Business Professional)	500/4222/1	Summer 2017	Autumn 2017
06958	OCR Level 2 Award in Text Processing (Business Professional)	500/3990/8	Summer 2017	Autumn 2017
06959	OCR Level 2 Certificate in Text Processing (Business Professional)	500/4089/3	Summer 2017	Autumn 2017
06960	OCR Level 2 Diploma in Text Processing (Business Professional)	500/3997/0	Summer 2017	Autumn 2017
06961	OCR Level 3 Award in Text Processing (Business Professional)	500/4013/3	Summer 2017	Autumn 2017
06962	OCR Level 3 Certificate in Text Processing (Business Professional)	500/3991/X	Summer 2017	Autumn 2017
06963	OCR Level 3 Diploma in Text Processing (Business Professional)	500/3992/1	Summer 2017	Autumn 2017

Please see **Appendix A** for full unit details and **Appendix B** for all remaining assessment dates

Frequently Asked Questions (FAQs)

1. Why is OCR withdrawing these qualifications?

We continually review the uptake and performance of all our qualifications, we have seen a large decline in the number of students taking this qualification in recent years and unfortunately this has resulted in the decision to withdraw the Text Processing suite.

2. What is the last series?

The Summer 2017 series is intended to be the final session to sit a unit for the first time. All units will also be available for a resit opportunity in Autumn 2017. Please see appendix B for all remaining dates.

3. Can students sit exams in Autumn 2017 for the first time?

We will allow students to sit the examinations in the Autumn of 2017 for the first time but they will not have a resit opportunity and this should be made clear to students in advance.

4. What alternative OCR qualification(s) could I offer to my learners instead?

We are not developing a replacement for the Text Processing suite but we continue to offer other administration qualifications such as our Business Administration NVQs and Administration (Business Professional). Details of these qualifications can be found on our website:

www.ocr.org.uk/qualifications/by-subject/administration/

Other awarding organisations do offer secretarial qualifications with a narrower focus and can be found on the Ofqual register:

<http://register.ofqual.gov.uk/>

5. We are a centre in Wales/Northern Ireland – are we affected in the same way?

Yes, these qualifications are approved to be offered in England, Wales and Northern Ireland. The end dates will be the same for all three nations.

6. If I make a number of entries for the final series' and can't use all the folders before the end of the Autumn 2017 series, what happens with my unused folders?

We advise that you carefully plan any purchases of unnamed entries (submission folders) in line with the last assessment dates as they are not refundable and cannot be photocopied.

7. Text Processing (Business Professional) units are also used towards Administration (Business Professional). How does the withdrawal affect those qualifications?

Text Processing units achieved up to and including the Autumn 2017 series can still be used towards Administration (Business Professional) after the Text Processing Suite is withdrawn.

8. Who can I talk to, to get more information on alternative OCR qualifications?

To learn more about the options available to you please talk to our Customer Contact Centre on **02476 851509** or email vocational.qualifications@ocr.org.uk

You may also want to contact your Regional Account Manager whose details can be found here:

<http://www.ocr.org.uk/contact-us/regional-account-managers/>

Appendix A: List of entry codes

06976	Audio-Transcription Level 2
06968	Business Presentations Level 1
06977	Business Presentations Level 2
06969	Computer Keyboard Skills Level 1
03934	Document Presentation Level 3
06980	Legal Audio-Transcription Level 2
06971	Mailmerge Level 1
06994	Mailmerge Level 2
06965	Speed Keying Entry Level 3
06973	Speed Keying Level 1
06998	Speed Keying Level 2
03937	Speed Keying Level 3
06964	Text Production Entry Level 1
06966	Text Production Level 1
06975	Text Production Level 2
03932	Text Production Level 3
0003	Text Production - Screen Reader Entry Level 3
0004	Text Production - Screen Reader Level 1
0005	Text Production - Screen Reader Level 2
0007	Text Production - Screen Reader Level 3
06974	Word Processing Level 1
06999	Word Processing Level 2
03938	Word Processing Level 3
06967	Audio-Transcription Level 1
03933	Audio-Transcription Level 3
03935	Legal Word Processing Level 3
06995	Medical Audio-Transcription Level 2
06996	Medical Word Processing Level 2
06972	Shorthand Speed Skills Level 1
06997	Shorthand Speed Skills Level 2
03936	Shorthand Speed Skills Level 3

Appendix B: Timetables for remaining series

Autumn 2016

Entry window:	06976	Audio-Transcription Level 2
12 Sep–4 Nov 2016	06968	Business Presentations Level 1
	06977	Business Presentations Level 2
Test window:	06969	Computer Keyboard Skills Level 1
10 Oct–25 Nov 2016	06978	Document Presentation Level 2
	03934	Document Presentation Level 3
	06970	Legal Text Processing Level 1
	06971	Mailmerge Level 1
	06994	Mailmerge Level 2
	06965	Speed Keying Entry Level 3
	06973	Speed Keying Level 1
	06998	Speed Keying Level 2
	03937	Speed Keying Level 3
	06964	Text Production Entry Level 3
	06966	Text Production Level 1
	06975	Text Production Level 2
	03932	Text Production Level 3
	06974	Word Processing Level 1
	06999	Word Processing Level 2
	03938	Word Processing Level 3

Spring 2017

Entry window:	06972	Shorthand Speed Skills Level 1
3 Jan–7 Feb 2017	06997	Shorthand Speed Skills Level 2
	03936	Shorthand Speed Skills Level 3
Test date: 2 March 2017		
Results issue: 21 Apr 2017		

Entry window:	06967	Audio-Transcription Level 1
3 Jan–24 Feb 2017	03933	Audio-Transcription Level 3
	06996	Medical Word Processing Level 2
Test window:		
23 Jan–17 Mar 2017		

Entry window:	06976	Audio-Transcription Level 2
3 Jan–7 Apr 2017	06968	Business Presentations Level 1
	06977	Business Presentations Level 2
Test window:	06969	Computer Keyboard Skills Level 1
23 Jan–28 Apr 2017	06978	Document Presentation Level 2
	03934	Document Presentation Level 3
	06970	Legal Text Processing Level 1
	06971	Mailmerge Level 1
	06994	Mailmerge Level 2
	06965	Speed Keying Entry Level 3
	06973	Speed Keying Level 1
	06998	Speed Keying Level 2
	03937	Speed Keying Level 3
	06964	Text Production Entry Level 3
	06966	Text Production Level 1
	06975	Text Production Level 2
	03932	Text Production Level 3
	06974	Word Processing Level 1
	06999	Word Processing Level 2
	03938	Word Processing Level 3

Summer 2017

Entry window:	06972	Shorthand Speed Skills Level 1
3 Apr–27 Apr 2017	06997	Shorthand Speed Skills Level 2
	03936	Shorthand Speed Skills Level 3
Test date:	18 May 2017	
Results issue:	10 Jul 2017	

Entry window:	06967	Audio-Transcription Level 1
3 Apr–2 Jun 2017	03933	Audio-Transcription Level 3
	03935	Legal Word Processing Level 3
Test date:	06995	Medical Audio-Transcription Level 2
2 May–23 June 2017	06996	Medical Word Processing Level 2

Entry window:	06976	Audio-Transcription Level 2
3 Apr–14 Jul 2017	06968	Business Presentations Level 1
	06977	Business Presentations Level 2
Test date:	06969	Computer Keyboard Skills Level 1
2 May–4 Aug 2017	06978	Document Presentation Level 2
	03934	Document Presentation Level 3
	06970	Legal Text Processing Level 1
	06980	Legal Audio-Transcription Level 2
	06971	Mailmerge Level 1
	06994	Mailmerge Level 2
	06965	Speed Keying Entry Level 3
	06973	Speed Keying Level 1
	06998	Speed Keying Level 2
	03937	Speed Keying Level 3
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	0003	Text Production - Screen Reader Entry Level 3
	0004	Text Production - Screen Reader Level 1
	0005	Text Production - Screen Reader Level 2
	0007	Text Production - Screen Reader Level 3
	06974	Word Processing Level 1
	06999	Word Processing Level 2
	03938	Word Processing Level 3

Autumn 2017 (Resits)

Entry window:	06972	Shorthand Speed Skills Level 1
11 September 2017	06997	Shorthand Speed Skills Level 2
- TBC*	03936	Shorthand Speed Skills Level 3

Test Date: Wednesday 8 November

**Deadline to be confirmed*

Entry window:	06967	Audio-Transcription Level 1
11 September 2017 -	03933	Audio-Transcription Level 3
3 November 2017	03935	Legal Word Processing Level 3
Test date:	06995	Medical Audio-Transcription Level 2
9 October 2017 -	06996	Medical Word Processing Level 2
24 November 2017		

Entry window:	06976	Audio-Transcription Level 2
	06968	Business Presentations Level 1
11 September 2017 -	06977	Business Presentations Level 2
3 November 2017	06969	Computer Keyboard Skills Level 1
Test date:	06978	Document Presentation Level 2
9 October 17 -	03934	Document Presentation Level 3
24 November 2017	06970	Legal Text Processing Level 1
	06980	Legal Audio-Transcription Level 2
	06971	Mailmerge Level 1
	06994	Mailmerge Level 2
	06965	Speed Keying Entry Level 3
	06973	Speed Keying Level 1
	06998	Speed Keying Level 2
	03937	Speed Keying Level 3
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	06999	Word Processing Level 2
	03938	Word Processing Level 3