



Oxford Cambridge and RSA

Text Processing (Business Professional)

Level 2 Award in Text Processing (Business Professional) 06958

Level 2 Certificate in Text Processing (Business Professional) 06959

Level 2 Diploma in Text Processing (Business Professional) 06960

Introduction

The Text Processing suite of qualifications has been designed to develop and recognise candidates' ability to produce a variety of business documents to meet the requirements of the employer in a modern business environment. The units that make up these qualifications have been developed from the RSA Text Processing Modular Awards which have been widely recognised by employers as benchmark qualifications in text processing.

This is version 2. Last updated 06/02/15

We have removed the assessment of units in the Welsh language from February 2015.

From February 2015 we have closed entries for exams in the medium of Welsh for Prosesu Geiriau (Word Processing) and Cynhyrchu Testun (Text Production). Prior achievement of these units will be recognised as contributing to the Text Processing qualifications.

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Target Audience

The **OCR Text Processing (Business Professional) qualifications at Level 2** are ideal for candidates who:

- Have sufficient skill, underpinning knowledge and command of English to carry out the production of business documents without supervision
- Are following programmes of study in administration at Level 2
- Are already employed in text processing or administrative-related job roles and who wish to further develop their knowledge and expertise in this area.
- Are studying in preparation for employment.

Qualification Structures

Candidates enter each unit separately and a unit certificate will be issued. On achievement of each unit the candidate will be awarded a number of credits. If a candidate wishes to achieve a Text Processing (Business Professional) Award, Certificate or Diploma, credits will need to be accumulated as described below.

OCR Text Processing (Business Professional) Level 2 Award

The full OCR Level 2 Award in Text Processing (Business Professional) is awarded when the candidate has successfully completed units to the value of at least nine credits.

- Five of these credits must come from the Level 2 core unit Text Production 06975 or Text Production – Screen Reader 00005.
- The remaining four credits can be taken from the optional units at Level 2 or Level 3.

Please note that some combinations of units are barred – for full details of rules of combination see Table 1.

OCR Text Processing (Business Professional) Level 2 Certificate

The full OCR Level 2 Certificate in Text Processing (Business Professional) is awarded when the candidate has successfully completed units to the value of at least 16 credits.

- Five of these credits must come from the Level 2 core unit, Text Production 06975 or Text Production – Screen Reader 00005.
- Of the remaining eleven credits, a minimum of five must be taken from the optional units at Level 2 or 3.
- The remaining credits can be taken from the optional units at Entry Level 3, Level 1, Level 2 or Level 3.

Please note that some combinations of units are barred – for full details of rules of combination see Table 2.

OCR Text Processing (Business Professional) Level 2 Diploma

The full OCR Level 2 Diploma in Text Processing (Business Professional) is awarded when the candidate has successfully completed units to the value of at least 37 credits.

- Five of these credits must come from the Level 2 core unit, Text Production 06975 or Text Production – Screen Reader 00005.
- Of the remaining credits, a minimum of 18 must be taken from the optional units at Level 2 or 3.
- The remaining credits can be taken from the optional units at Entry Level 3, Level 1, Level 2 or Level 3.

Please note that some combinations of units are barred – for full details of rules of combination see Table 3.

The credits attached to the units achieved within each qualification are banked and may then contribute to the next qualification at the same level (e.g. if a candidate has achieved the required credit for the Level 2 Award, this credit can also be carried forward to the Level 2 Certificate).

Due to the flexible nature of qualifications within the QCF, these banked credits may also contribute to a higher qualification at a later stage of the candidate's progress.

Form of Assessment

Each unit is assessed via an OCR-set and marked examination.

Candidates will be required to carry out all assessment tasks within a stated error tolerance and within a set time.

Results will be graded Distinction, Pass or Fail, depending upon the number of faults incurred, with the exception of the Shorthand Speed Skills and Speed Keying units, which will state the words per minute speed achieved on the certificate.

Units available within Level 2 Text Processing (Business Professional)

For information about the content of the units please see the descriptions which are published on the OCR website www.ocr.org.uk.

Please note that some combinations of units are barred. For information about unit availability within the full qualifications, please refer to the tables attached which list the combinations available.

The flexibility of qualifications within the Qualifications and Credit Framework means that candidates may take units at a higher or lower level than the level of their full qualification. The percentages allowed are described in the rules of combination contained within the table for each qualification.

| Core Units | | |
|----------------------------------|-------------------------------|-----------|
| Entry code | Unit title | Credit |
| 06975 | Text Production | 5 credits |
| 00005 | Text Production Screen Reader | 5 credits |
| Optional Units | | |
| Entry Level Text Processing unit | | |
| 06965 | Speed Keying | 2 credits |
| Level 1 Text Processing unit | | |
| 06967 | Audio-transcription | 4 credits |
| 06968 | Business Presentations | 4 credits |
| 06969 | Computer Keyboard Skills | 3 credits |
| 06970 | Legal Text Processing | 4 credits |
| 06971 | Mailmerge | 4 credits |
| 06972 | Shorthand Speed Skills | 4 credits |
| 06973 | Speed Keying | 4 credits |
| 06974 | Word Processing | 4 credits |
| Level 2 Text Processing unit | | |
| 06976 | Audio-transcription | 4 credits |
| 06977 | Business Presentations | 5 credits |
| 06978 | Document Presentation | 5 credits |
| 06980 | Legal Audio-transcription | 5 credits |
| 06994 | Mailmerge | 5 credits |
| 06995 | Medical Audio-transcription | 5 credits |
| 06996 | Medical Word Processing | 5 credits |
| 06997 | Shorthand Speed Skills | 5 credits |
| 06998 | Speed Keying | 4 credits |
| 06999 | Word Processing | 5 credits |
| Level 3 Text Processing unit | | |
| 03933 | Audio-Transcription | 5 Credits |
| 03934 | Document Presentation | 6 Credits |
| 03935 | Legal Word Processing | 6 Credits |
| 03936 | Shorthand Speed Skills | 6 Credits |
| 03937 | Speed Keying | 5 Credits |
| 03938 | Word Processing | 6 Credits |

Regulated Qualifications

These qualifications have been regulated by Ofqual for delivery in England and Northern Ireland and approved by the Welsh Government for use by centres in Wales.

Learning time

The total time it will take a candidate to complete this qualification will depend on a number of factors, for instance, mode of study and level of knowledge/experience on entry onto the programme of study. As a general guide the qualifications are likely to require the following learning time:

| Title | Credit | Learning Time (hours) |
|---|--------|-----------------------|
| OCR Text Processing Level 2 Award | 9 | 90 |
| OCR Text Processing Level 2 Certificate | 16 | 160 |
| OCR Text Processing Level 2 Diploma | 37 | 370 |

Progression Routes

Candidates who successfully complete a Level 2 qualification may progress in the Level 2 or to the Level 3 qualifications in Text Processing (Business Professional).

Candidates may count the credit from some of the units they have achieved at Level 2 towards the Level 3 Award, Certificate or Diploma in Text Processing (Business Professional).

Those candidates who wish to broaden their skills may be able to progress to other level 2 or level 3 qualifications for example OCR Level 2 or Level 3 Business and Administration or OCR Level 2 or Level 3 Certificate in Administration (Business Professional).

Qualification Support

OCR's website, www.ocr.org.uk, contains an area dedicated to these qualifications. The Centre Handbook can also be downloaded from this web page.

If you need clarification on any aspect of the assessment or administration of these qualifications, please contact OCR's Customer Contact Centre on **02476 851509** or at vocational.qualifications@ocr.org.uk.

OCR runs a regular programme of training workshops for tutors and assessors. For more details, please contact OCR's Training and Customer Support Team on **02476 496398**.

What to do next

Centres new to Text Processing should complete a centre approval form (available from our website) and send it to the OCR Vocational Operations Division.

For further information, please get in touch with our Customer Contact Centre. You can contact us by:

- phone on **02476 851509**
- email at vocational.qualifications@ocr.org.uk
- writing to OCR Customer Contact Centre, OCR, Westwood Way, Coventry, CV4 8JQ.

A summary of how the approval process works is provided in our Admin Guide for Vocational Qualifications. Our Fees List contains the charges for centre evaluation, candidate entries and certification. Both documents are available to download from our website www.ocr.org.uk.

Table 1: Unit availability for 06958 OCR Level 2 Award in Text Processing (Business Professional)

To achieve the Level 2 Award a minimum of nine credits are needed.

Units to the value of five credits must come from Group A, the Core Units

Units to the value of at least four credits must come from Group B Optional Units

BARRED COMBINATIONS

Please note: To contribute to the full Award, credits cannot be counted from more than one unit per horizontal row. For example, a candidate may choose to do 03935 Legal Word Processing and 03938 Word Processing and achieve unit certification for each but the credits from only one of these will count towards the full Award.

Group A - Core Units

Text Production
(06975) 5 credits

Text Production Screen Reader
(00005)5 credits

Group B –Optional units

Units from Text Processing Level 2

Units from Text Processing Level 3

| Units from Text Processing Level 2 | | | Units from Text Processing Level 3 | |
|---|--|--|---|--|
| Audio-Transcription (06976) 4 credits | Legal Audio-Transcription (06980) 5 credits | Medical Audio-transcription (06995) 5 credits | Audio-Transcription (03933) 5 credits | |
| Word Processing (06999) 5 credits | | Medical Word Processing (06996) 5 credits | Word Processing (03938) 6 credits | Legal Word Processing (03935) 6 credits |
| Speed Keying (06998) 4 credits | | | Speed Keying (03937) 5 credits | |
| Shorthand Speed Skills (06997) 5 credits | | | Shorthand Speed Skills (03936) 6 credits | |
| Document Presentation (06978) 5 credits | | | Document Presentation (03934) 6 credits | |
| Business Presentations (06977) 5 credits | | | | |
| Mailmerge (06994) 5 credits | | | | |

Table 2: Unit availability for 06959 OCR Level 2 Certificate in Text Processing (Business Professional)

To achieve the Level 2 Certificate a minimum of 16 credits are required.

Units to the value of five credits must come from Group A, the Core Units.

Units to the value of a minimum of five credits must come from Group B1 Optional Units

Any further credits required may come from Group B1 and Group B2 Optional Units

BARRED COMBINATIONS

Please note: to contribute to the full Certificate, credits cannot be counted from more than one unit per horizontal row. For example, a candidate may choose to do 06976 Audio-Transcription and 06995 Medical Audio-Transcription and receive unit certification for each but the credits from only one of these units will count towards the full Certificate.

From February 2015 we have removed the exams in the welsh language. Prior achievement will be recognised. These units are still part of the barred combinations. See the centre handbook for details.

| Group A - Core Units | |
|--------------------------------------|--|
| Text Production (06975) 5 credits | Text Production Screen Reader (00005) 5 credits |

| Group B1 - Optional Units | | | | | Group B2 - Optional units | |
|--|---|---|--|---|--------------------------------------|--|
| Units from Text Processing Level 2 | | | Units from Text Processing Level 3 | | Entry Level units | Units from Text Processing Level 1 |
| Audio-Transcription (06976) 4 credits | Legal Audio-Transcription (06980) 5 credits | Medical Audio-transcription (06995) 5 credits | Audio-Transcription (03933) 5 credits | | | Audio-Transcription (06967) 4 credits |
| Word Processing (06999) 5 credits | | Medical Word Processing (06996) 5 credits | Word Processing (03938) 6 credits | Legal Word Processing (03935) 6 credits | | Word Processing (06974) 4 credits |
| Speed Keying (06998) 4 credits | | | Speed Keying (03937) 5 credits | | Speed Keying (06965) 2 credits | Speed Keying (06973) 4 credits |
| Shorthand Speed Skills (06997) 5 credits | | | Shorthand Speed Skills (03936) 6 credits | | | Shorthand Speed Skills (06972) 4 credits |
| Document Presentation (06978) 5 credits | | | Document Presentation (03934) 6 credits | | | |
| Business Presentations (06977) 5 credits | | | | | | Business Presentations (06968) 4 credits |
| Mailmerge (06994) 5 credits | | | | | | Mailmerge (06971) 4 credits |
| | | | | | | Computer Keyboard Skills (06969) 3 credits |
| | | | | | | Legal Text Processing (06970) 4 credits |

Table 3: Unit availability for 06960 OCR Level 2 Diploma in Text Processing (Business Professional)

To achieve the Level 2 Diploma a minimum of 37 credits are required.

Units to the value of five credits must come from Group A, the Core Units.

Units to the value of a minimum of 18 credits must come from Group B1 Optional Units

Any further credits required may come from Group B1 and Group B2 Optional Units

BARRED COMBINATIONS

Please note: to contribute to the full Certificate, credits cannot be counted from more than one unit per horizontal row. For example, a candidate may choose to do 06976 Audio-Transcription and 06995 Medical Audio-Transcription and receive unit certification for each but the credits from only one of these units will count towards the full Diploma.

From February 2015 we have removed the exams in the welsh language. Prior achievement will be recognised. These units are still part of the barred combinations. See the centre handbook for details.

Group A - Core Units

Text Production
(06975) 5 credits

Text Production Screen Reader
(00005) 5 credits

Group B1 - Optional Units

Units from Text Processing Level 2

Units from Text Processing Level 3

Audio-Transcription
(06976)
4 credits

Legal Audio-Transcription
(06980)
5 credits

Medical Audio-transcription
(06995)
5 credits

Audio-Transcription
(03933)
5 credits

Word Processing
(06999)
5 credits

Medical Word Processing
(06996)
5 credits

Word Processing
(03938)
6 credits

Legal Word Processing
(03935)
6 credits

Speed Keying
(06998)
4 credits

Speed Keying
(03937)
5 credits

Shorthand Speed Skills
(06997)
5 credits

Shorthand Speed Skills
(03936)
6 credits

Document Presentation
(06978)
5 credits

Document Presentation
(03934)
6 credits

Business Presentations
(06977)
5 credits

Mailmerge
(06994)
5 credits

Group B2 - Optional units

Entry Level units

Units from Text Processing Level 1

Audio-Transcription
(06967)
4 credits

Word Processing
(06974)
4 credits

Speed Keying
(06965)
2 credits

Speed Keying
(06973)
4 credits

Shorthand Speed Skills
(06972)
4 credits

Business Presentations
(06968)
4 credits

Mailmerge
(06971)
4 credits

Computer Keyboard Skills
(06969)
3 credits

Legal Text Processing
(06970)
4 credits