

Text Processing (Business Professional)

Entry Level Award in Initial Text Processing (Entry 3) 06957

Entry Level Award in Speed Keying (Entry 3) 06956

Mandatory Units

- Both qualifications are single unit awards consisting of one mandatory unit.

Optional Units

- There are no optional units for these awards.

Introduction

The Text Processing suite of qualifications has been designed to develop and recognise candidates' ability to produce a variety of current and straightforward business documents to meet the requirements of the employer in the 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.

datasheet

Target Audience

The OCR **Entry Level Award in Text Processing (Entry 3)** provides an introduction to the skills and knowledge required to produce a range of short and simple business documents.

- It is an ideal introduction to the skills and knowledge required in preparation for employment and those preparing for administrative- related job roles. It accredits skill in carrying out simple text processing tasks.
- This qualification provides candidates with an opportunity to achieve a certificate at an early stage in the learning programme.
- It is also suitable for those who wish to learn how to use a keyboard in order to produce professional-looking documents for personal use.

The **OCR Entry Level Award in Speed Keying (Entry 3)** is designed for those candidates who:

- Wish to demonstrate the ability to key in text accurately and at a speed of between 15 and 20 words per minute (wpm) using an alphanumeric keyboard (eg a word processor or typewriter).
- It is an ideal introduction to the skills and knowledge required by text processing operators in preparation for employment, and those preparing for administrative- related job roles.

Form of Assessment

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

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

For **Unit 06964 – Initial Text Production** a one hour test is set.

For **Unit 00003 – Initial Text Production (Screen Reader)** a one hour thirty minutes test is set.

Candidates will produce three business documents (one letter, one notice for display and one short report or article) using a word processor or typewriter.

Results will be graded Distinction, Pass or Fail, depending upon the number of faults incurred.

The **OCR Entry Level Award in Speed Keying (Entry 3)** takes the form of a ten minute test.

The test is provided in the form of printed, continuous typewritten passages equating to speeds of 15-20 words per minute (wpm).

It includes a core section equating to 15 wpm and an additional section equating to a further 5 wpm. The speed will be calculated at the end of the unit completed up to and including the 6th uncorrected error.

If the candidate successfully completes the test within the error tolerance, they will receive a certificate stating the words per minute speed achieved.

Unit Content

06957 – OCR Entry Level Award in Initial Text Processing (Entry 3)

Candidates must take the mandatory unit Initial Text Production 06964 or the screen reader version Initial Text Processing (Screen Reader) 00003

Unit 06964

Candidates are able to produce, from handwritten and typewritten draft material, a variety of simple business documents and general and personal documentation in work-related contexts.

Candidates successfully achieving this unit will be awarded with three credits.

Unit 00003

This unit does not require the candidate to work from visual drafts. All draft material and instructions as provided as a transcript for centres to record as dictation for use in the examination. Candidates must locate text for changes and proof read all documents using a screen reader.

Candidates successfully achieving this unit will be awarded with three credits.

06956 - OCR Entry Level Award in Speed Keying (Entry 3)

Candidates must take the mandatory unit Speed Keying 06965

Unit 06965

Candidates will key continuous text from typewritten draft relating to topics drawn from business functions common to business, commerce or professional offices.

Candidates successfully achieving this unit will be awarded with two 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 things, 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 Entry Level Award in Initial Text Processing (Entry 3)	3	30
OCR Entry Level Award in Speed Keying (Entry 3)	2	20

Progression Routes

Candidates who are successful in achieving either the OCR Entry Level Award in Initial Text Processing (Entry 3) or the OCR Entry Level Award in Speed Keying (Entry 3) will be able to progress to the OCR Level 1 qualifications in Text Processing (Business Professional).

Those candidates who wish to broaden their skills in administration may be able to progress to the OCR Level 1 Business and Administration or to the OCR Level 1 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.