



Oxford Cambridge and RSA

OCR Level 2 Certificate in Text Processing (Business Professional) (500/4089/3)

Overview

This qualification is suitable for students aged 16-19, who are looking to work in an administrative job role that involves the production of accurate business documents. It is also suitable for those who are either already working in an administrative or text-processing role who want to further develop their knowledge and expertise in the text-processing area.

What does this qualification cover?

The qualification will enable a student to develop the knowledge, understanding and practical skills required to produce business documentation without supervision.

All students will take one core unit which will enable them to demonstrate their ability to complete business documents from draft material.

There are a range of optional units that complement the core units from which students must take a minimum of two. These units cover text-processing skills including word processing, short-hand speed skills and audio-transcription. If students are undertaking the qualification whilst in the workplace then employers can be engaged to support delivery by providing opportunities for the student to demonstrate key administrative tasks.

What could this qualification lead to?

This qualification would give a student the skills that would lead to a job in a number of administrative roles, such as office administrator or administrative assistant, across a range of industrial sectors. It also provides a basis for progression on to a Level 2/3 Business and Administration Apprenticeship at an Intermediate and/or Advanced level.

If the student is taking a three year study programme this qualification can be taken in the first year and complement a range of Tech Level qualifications at Level 3 that the student might go on to take in the second and third years, such as Tech Levels in administration occupations.

This qualification is part of a larger suite that offers qualifications in a variety of sizes and levels. The suite is designed to be flexible, allowing students to choose units that best fit their individual circumstances and level of achievement, whilst at the same time ensuring that essential areas of knowledge and skill required for a job role in text processing are covered. Having qualifications of various sizes within the suite presents opportunities for a student to add further units at a later date as a progression route to other Level 3 qualifications.