

## NOTICE TO CENTRES

FAO: Exams Officer/Head of Text Processing and Administration (Business Professional)

Date: February 2015

Subject: Text Processing (Business Professional) suite – Important changes

### IMPORTANT CHANGES TO TEXT PROCESSING (BUSINESS PROFESSIONAL) SUITE

Following a review of the Text Processing (Business Professional) suite of qualifications several important changes have been made as outlined below.

#### Extension

We are pleased to announce that the review date for the Text Processing (Business Professional) qualifications has been extended to 31 August 2017. Therefore, test windows will be scheduled up to and including Summer 2017.

#### Reduction in test windows for specific units from the 2015/16 academic year

From Autumn 2015 onwards the number of test windows will be reduced as follows.

The Shorthand Speed Skills units (listed below) will only be available in the spring and summer test windows. There will be **no Autumn 2015 test window** for these units and no subsequent autumn test windows.

Entry code	Level	Unit title	Unit reference number
06972	Level 1	Shorthand Speed Skills	M/505/7085
06997	Level 2	Shorthand Speed Skills	D/505/7096
03936	Level 3	Shorthand Speed Skills	A/505/7106

The following units will **only be available in the summer test window**: There will be **no Autumn 2015 test window** for these units and no subsequent autumn or spring test windows.

Entry code	Level	Unit title	Unit reference number
00003	Entry 3	Text Production – Screen Reader	L/505/7109
00004	Level 1	Text Production – Screen Reader	A/505/7073
00005	Level 2	Text Production – Screen Reader	L/505/7093
00007	Level 3	Text Production – Screen Reader	T/505/7105
06980	Level 2	Legal Audio-Transcription	R/505/7094
03935	Level 3	Legal Word Processing	K/505/7103
06995	Level 2	Medical Audio-Transcription	A/505/7087

notice to centres *continued*

## **Welsh Language Units**

The Spring 2015 test window will be the **last session** in which the following units will be assessed in Welsh.

Entry code	Level	Unit title	Unit reference number	Last test window	Final test entry date
03945	Level 1	Cynhyrchu Testun (Text Production)	Y/505/7078	26/01/2015 - 20/03/2015	27/02/2015
03947	Level 2	Cynhyrchu Testun (Text Production)	M/505/7152	26/01/2015 - 20/03/2015	27/02/2015
03949	Level 3	Cynhyrchu Testun (Text Production)	H/505/7102	26/01/2015 - 20/03/2015	27/02/2015
03946	Level 1	Prosesu Geiriau (Word Processing)	Y/505/7081	26/01/2015 - 20/03/2015	27/02/2015
03948	Level 2	Prosesu Geiriau (Word Processing)	T/505/7086	26/01/2015 - 20/03/2015	27/02/2015
04606	Level 3	Prosesu Geiriau (Word Processing)	M/505/7104	26/01/2015 - 20/03/2015	27/02/2015

Candidates who have achieved one of these units can still use them towards their Text Processing (Business Professional) qualification.

These units will still be available (in English) up to and including the Summer 2017 Test Window.

## **Welsh Language Awards**

Spring 2015 is the last opportunity for candidates to achieve the following Text Processing (Business Professional) qualifications in Welsh:

- Dyfarniad Lefel 1 OCR mewn Prosesu Testun (Busnes Proffesiynol) – 04607
- Dyfarniad Lefel 2 OCR mewn Prosesu Testun (Busnes Proffesiynol) – 04608
- Dyfarniad Lefel 3 OCR mewn Prosesu Testun (Busnes Proffesiynol) – 04609

For any of these qualifications, candidates must achieve the units in the rules of combination by the end of the Spring 2015 Test Window. If a candidate is not able to complete the full qualification, we will issue unit certificates listing the units and credit achieved. Candidates can still use their unit achievements towards the overarching Text Processing qualifications in English. Please see our centre handbooks for more information.

If you have any queries about this notice, please call our Customer Contact Centre on 02476 851509.