



Oxford Cambridge and RSA

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| Unit Title: | Prepare text from notes |
| OCR unit number | 213 |
| Sector unit number | A/601/2483 |
| Level: | 2 |
| Credit value: | 3 |
| Guided learning hours: | 15 |

Unit purpose and aim

This unit is about preparing different types of text from own notes and notes written by other people to meet agreed timescales.

| Learning Outcomes | Assessment Criteria | Exemplification |
|---|---|--|
| The Learner will: 1. Understand preparing text from notes | The Learner can: 1.1 Describe different types of documents that may be produced from notes and the formats to be followed 1.2 Explain the difference between producing text from own notes and producing text from others' notes | Learning outcomes 1 and 2 must be assessed using methods appropriate to the assessment of knowledge and understanding. A holistic approach to assessment should be adopted so that one piece of evidence covers more than one learning outcome and several assessment criteria and where appropriate, can be evidenced across units. |
| 2. Understand the purpose and benefits of following procedures when preparing text from notes | 2.1 Explain the benefits of agreeing the purpose, format and deadline for preparing text from notes 2.2 Explain the purpose of accuracy – including spelling, grammar and punctuation – when preparing text from notes 2.3 Describe ways of checking finished documents for accuracy and correctness, and the purpose of doing so 2.4 Explain the purpose of storing text and notes safely and securely, and | |

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| | <p>ways of doing so</p> <p>2.5 Explain the purpose of confidentiality and data protection when preparing text from notes</p> <p>2.6 Explain the purpose and benefits of meeting deadlines</p> | |
| 3. Be able to prepare for text from notes | 3.1 Agree the purpose, format and deadlines for texts | Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to prepare text from notes |
| 4. Be able to prepare text from notes | <p>4.1 Input text using keyboard skills</p> <p>4.2 Format text to agreed style and layout, making efficient use of available technology</p> <p>4.3 Clarify text requirements when necessary</p> <p>4.4 Read and check texts for accuracy</p> <p>4.5 Edit and correct texts, as required</p> <p>4.6 Store texts and original notes safely and securely following organisational procedures</p> <p>4.7 Produce texts to the required format and within agreed deadlines</p> | |

Assessment

This unit is centre assessed and externally verified. Your assessor will use a range of assessment methods which may include:

- observation of performance in the work environment
- examination work products
- questioning the learner
- discussing with the learner
- use of others (witness testimony)
- looking at learner statements
- recognising prior learning

Evidence requirements

A range of evidence should be gathered to cover the Learning Outcomes and Assessment Criteria. Examples may include:

- Work instructions
- Work plans including required deadlines
- Appraisal/work reviews
- Drafted documents
- Feedback
- Completed documents which meet organisational requirements
- Screen prints
- Records of where clarification was sought

Guidance on assessment and evidence requirements

Refer to sections on Assessment and Evidence requirements above.

National Occupational Standards (NOS) mapping/signposting

This unit is based on the BAA213 Prepare text from notes.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Link to functional skills standards <http://www.gcda.gov.uk/15565.aspx>

| Functional Skills Standards | | | | | |
|-----------------------------|---|--------------|---|--|---|
| English | | Mathematics | | ICT | |
| Speaking and Listening | | Representing | ✓ | Use ICT systems | ✓ |
| Reading | ✓ | Analysing | ✓ | Find and select information | ✓ |
| Writing | ✓ | Interpreting | ✓ | Develop, present and communicate information | ✓ |

Resources

Access to a working environment with associated equipment and resources

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website www.ocr.org.uk .