

Unit Title: Prepare text from notes using touch typing (20 wpm)

OCR unit number	110
Sector unit number	D/601/2458
Level:	1
Credit value:	2
Guided learning hours:	15

Unit purpose and aim

This unit is about preparing different types of text using touch typing at a minimum speed of 20 words per minute.

Learning Outcomes	Assessment Criteria	Exemplification
<p>The Learner will:</p> <p>1. Understand how to prepare text from notes using touch typing</p>	<p>The Learner can:</p> <p>1.1 Describe different types of documents that may be produced from notes and the formats to be followed</p> <p>1.2 Describe different forms in which texts may be presented</p> <p>1.3 Explain the difference between producing text from own notes and producing text from others' notes</p>	<p>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</p>
<p>2. Understand the purpose and value of following procedures when preparing text using touch typing</p>	<p>2.1 Explain the value and benefits of agreeing the purpose, format and deadline for delivering text</p> <p>2.2 Explain the value of accuracy – including spelling, grammar and punctuation – when preparing text typed from notes</p> <p>2.3 Describe ways of checking finished documents for accuracy and correctness, and the purpose of doing so</p> <p>2.4 Explain the purpose of storing text and original notes safely and securely,</p>	

	<p>and 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 tasks	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 using touch typing at 20wpm
4. Be able to produce texts using touch typing	<p>4.1 Input texts using touch typing at a minimum speed of 20 words per minute</p> <p>4.2 Format texts 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 Present 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 changes to working methods
- Records of problems reported
- Annotated organisational policies and procedures
- Appraisal/work reviews
- Feedback received
- Initial notes
- Drafted documents
- Completed documents which meet organisational requirements
- Screen prints

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 BAA214 Prepare text from notes using touch typing (20wpm)

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 .