

Unit Title:	Take minutes
OCR unit number	209
Sector unit number	M/601/2478
Level:	2
Credit value:	4
Guided learning hours:	15

Unit purpose and aim

This unit is about taking minutes at different kinds of meetings, where an accurate record is needed of decisions made and actions agreed.

Learning Outcomes	Assessment Criteria	Exemplification
The Learner will: 1. Understand the task of taking minutes at meetings	The Learner can: 1.1 Describe the purpose of meetings 1.2 Describe legal and organisational requirements that may apply to minute taking 1.3 Explain the purpose of minutes as an accurate record of discussions and decisions 1.4 Describe the purpose of documents and terms that are commonly used in meetings	Learning outcomes 1 to 3 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.
2. Understand the role of the chair and other formal responsibilities in meetings	2.1 Explain the role of the chair and other formal responsibilities within meetings 2.2 Describe how to work in partnership with the chair when taking minutes	
3. Know how to take minutes at meetings	3.1 Explain the purpose of listening actively when taking minutes 3.2 Explain how to listen actively when minute taking	

	<p>3.3 Describe how to take notes during discussions held at meetings</p> <p>3.4 Explain the purpose of getting clarification</p> <p>3.5 Describe how to get clarification</p> <p>3.6 Describe different types of minutes and their purpose</p> <p>3.7 Describe the different styles of writing that may be used in minute taking</p> <p>3.8 Explain how to sort, select and structure information to produce minutes</p> <p>3.9 Explain what is meant by using the correct tone and professional language in minutes</p>	
<p>4. Be able to prepare for taking minutes</p>	<p>4.1 Prepare for taking minutes, as required</p> <p>4.2 Communicate with the meeting chair, as required</p> <p>4.3 Note any changes to the agenda, matters arising and action points from last meeting</p>	<p>Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to take minutes.</p>
<p>5. Be able to minute meetings</p>	<p>5.1 Take notes at a meeting of all items required</p> <p>5.2 Produce accurate minutes that record the meaning of discussions and decisions taken</p> <p>5.3 Make sure minutes are in the agreed style</p> <p>5.4 Make sure the process for signing off minutes and / or action points has been agreed</p> <p>5.5 Check minutes and make necessary amendments</p> <p>5.6 Agree minutes with the relevant people and circulate them within the agreed timescales</p> <p>5.7 Follow organisational requirements for confidentiality and security of information, as required</p>	

	<p>5.8 Make sure follow-up actions, and who is responsible for taking the actions, have been clearly identified</p> <p>5.9 Store notes and minutes following organisational procedures</p> <p>5.10 Follow legal and organisational requirements for minute taking, as necessary</p>	
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Assessment

This unit is centre assessed and externally verified. 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, provides evidence across several units. Your assessor will use a range of assessment methods which may include:

- observation of performance in the work environment
- examination of 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:

- Communications with meeting chair prior to meeting
- Agendas
- Revised agenda/s
- Minutes of previous meeting
- Notes relating to actions/matters arising from last meeting
- Meeting notes including attendance/apologies
- Minutes of previous meeting (signed off if accurate)
- Draft minutes of meeting

- Notes of any amendments to be made to minutes after discussion with chair/relevant persons
- Final/amended Minutes
- Record of follow-up action and persons responsible
- Circulation lists
- Correspondence relating to distribution of minutes and follow-up papers

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 NOS BAA441 Take minutes.

Functional skills signposting

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

Link to functional skills standards <http://www.qcda.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 .