OCR (Oxford, Cambridge & RSA Examinations)
TEXT PROCESSING (BUSINESS PROFESSIONAL)
Level 3 (Advanced)

OCR qualifications are widely recognised by employers as the benchmark qualifications in text processing.

The Text Processing suite of qualifications has been designed to assess your ability to apply processing and production skills to produce a variety of routine business documents to meet the requirements of employment.

The unit structure provides flexibility for delivery, examination and certification. You can opt to achieve single Units, or an Award, Certificate, or Diploma in Text Processing Skills.

Each Unit has a "credit" value and at level 3, you need to accumulate 11 credits for an Award, 20 credits for a Certificate, and 37 credits for a Diploma. These credit values must include the Core Unit. It is also possible to use credits from <u>some</u> level 1 or 2 or ITQ units. We will be happy to advise you on possible combinations.

The level 3 qualification is suitable for:

- those who have sufficient skill, underpinning knowledge and command of English to carry out the production of complex business documents without supervision

- those who are already employed in text processing or administrative-related job roles and who wish to further develop their knowledge and expertise in this area in preparation for senior job roles, or wish to gain accreditation for existing skills.

It is recommended that you already hold a Level 2 qualification in a text processing subject, or have skills and knowledge to an equivalent level.

We offer the following Level 3 Units (more details overleaf):

Core Unit:	Text Production (6 credits)
Options:	Audio-transcription (5 credits)
	Document Presentation (6 credits)
	Legal Word Processing (6 credits)
	Shorthand Speed Skills (4 - 6 credits)
	Speed Keying (4 or 5 credits)
	Word Processing (6 credits)
Extra credits:	Mailmerge Level 2 (5 credits)
	Business Presentations Level 2 (5 credits)
	Medical or Legal Level 2 units (please enquire)

ASSESSMENT for each Unit takes the form of an OCR-set and marked examination. The examinations *(except Shorthand and Speed Keying)* are 1¼ - 1¾ hour in length (depending on the Unit), in which time you will be required to complete all assessment tasks within a stated error tolerance.

All the Units require you to produce business documents from a variety of handwritten and typewritten draft material, and recalled material, to a standard that meets the business document production requirements of employment at a senior level. You may also need to use to a Resource Sheet to extract relevant information to be included in the documents. In order to subject you to realistic disruptions that are encountered in the workplace, you may be interrupted during the examination and given additional information to be included.

The **Text Production (Level 3) Unit** requires you to input three documents (eg a letter, details on a form, and a report or article) one of which will be a multi-page document. You will also be required to insert a 2 – 4 column table.

The **Audio Transcription (Level 3) Unit** requires you to work from recorded speech to produce documents (eg a letter, minutes, an advertisement or itinerary and a report which includes a 3 – 4 column table). The letter will require an original and 2 copies. One of the documents will require a continuation sheet.

The **Document Presentation (Level 3) Unit** requires you to produce four complex documents to a house style layout (eg a letter, a one-page display document, a multi-page technical document, a newspaper-style display).

The **Legal Word Processing (Level 3) Unit** requires you to work from handwritten and typewritten draft material to produce four complex legal documents (eg create standard clauses, use standard clauses to create a legal document, a backsheet, a legal financial statement.)

The **Shorthand Speed Skills (Level 3) Unit** requires you to produce a handwritten or word processed transcript from dictated material at 80, 90, 100, 110 or 120 wpm.

The **Speed Keying (Level 3) Unit** requires you to key in a continuous passage within 10 minutes, equating to speeds of 50 - 65 words per minute. The speed awarded will be calculated up to and including the 6th uncorrected error, but a minimum of 50 wpm needs to be reached to be awarded a pass.

The **Word Processing (Level 3) Unit** requires you to produce four documents (eg a letter, a multi-page report/article; a newspaper style article, a 2-sided programme or leaflet) one of which will require a 4-column table, with sub-divided, multi line and vertical headings.

With the exception of Shorthand Speed Skills and Speed Keying, where the speed achieved will be stated on your Certificate, successful **RESULTS** will be graded Distinction or Pass and the grade achieved will be stated on your certificate.

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