National Unit Specification: general information

UNIT   Word Processing 3 (Intermediate 2)

NUMBER   D931 11

COURSE

SUMMARY

This unit is designed to enable candidates to develop word processing skills to achieve a production rate of 600 words in a one and a half hour working period and to develop the necessary layout skills to produce a variety of business material using the functions of a word processing package.

OUTCOMES

1   Produce display materials.
2   Produce a range of business documents from provided materials.
3   Recall, edit and produce hard copy of documents as directed.
4   Produce error-free copy of approximately 600 words in a one and a half hour working period.

RECOMMENDED ENTRY

While entry is at the discretion of the centre, candidates will normally be expected to have attained one of the following:

- Standard Grade Office and Information Studies at General level
- Administration Intermediate 1
- The component units of Administration Intermediate 1 – Administrative Support (Intermediate 1), Information Technology: Office Applications (Intermediate 1) and Word Processing 1 (Intermediate 1)
- National Unit Word Processing 2 (Intermediate 2) D010 11
  and
- Standard Grade English at General level

Administrative Information

Additional copies of this unit specification can be purchased from the Scottish Qualifications Authority. The cost for each unit specification is £2.50 (minimum order £5.00).

CREDIT VALUE
1 credit at Intermediate 2

CORE SKILLS
Information on the automatic certification of any core skills in this unit is published in *Automatic Certification of Core Skills in National Qualifications* (SQA, 1999).

National Unit Specification: statement of standards

UNIT   Word Processing 3 (Intermediate 2)

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

OUTCOME 1
Produce display materials.

Performance criteria
a) Tabulated material is attractively displayed with reference to space and balance.
b) Documents are proofread and checked before submission.
c) Documents produced are error-free.
d) Range of functions available is utilised to create text.

Note on range for the outcome
Tabulated statement: figures; main heading; column headings; divided column heading; ruling.

Pro-forma business document: ruling; differing fonts; variable spacing.

Sources: amended manuscript; amended typescript; printer's corrections; specific display instructions.

Evidence requirements
Please refer to *Evidence requirements for the unit* at the end of the Statement of Standards.

OUTCOME 2
Produce a range of business documents from provided materials.

Performance criteria
a) Documents are attractively displayed according to organisational house style.
b) Documents are proofread and checked by the candidate before submission.
c) Documents produced are error-free.

National Unit Specification: statement of standards (cont)

UNIT   Word Processing 3 (Intermediate 2)

Note on range for the outcome
Documents: report; minutes.

Specification: financial information shown in columnar form with subtotals and totals; date and time information shown in columnar form; numbered information.

Sources: amended manuscript; amended typescript; printer's corrections; unarranged material in draft; instructions.

Evidence requirements

Please refer to *Evidence requirements for the unit* at the end of the Statement of Standards.

OUTCOME 3
Recall, edit and produce hard copy of documents as directed.

Performance criteria
a)   Documents to be edited and amended as directed.
b)   Hard copy to be produced of amended documents.

Note on range for the outcome
Documents: report; merged document.

Functions: copy block of text; change tab settings; search and replace; merge documents.

Sources: data provided on disk/file with any amendments marked on hard copy.

Evidence requirements

Please refer to *Evidence requirements for the unit* at the end of the Statement of Standards.

OUTCOME 4
Produce error-free copy of approximately 600 words in a one and a half hour working period.

Performance criteria
a)   Layout conforms to house style.
b)   Documents are proofread and checked before submission.
c)   Documents produced are error-free.

National Unit Specification: statement of standards (cont)

UNIT Word Processing 3 (Intermediate 2)

Note on range for the outcome
Documents: report; letter with display; tabulated statement.

Contents: financial information; printed material; manuscript; printer's corrections; specific instructions.

Evidence requirements
Please refer to *Evidence requirements for the unit* at the end of the Statement of Standards.

EVIDENCE REQUIREMENTS FOR THE UNIT
Outcome 1

All performance criteria must be met and the full range must be covered for this item to be credited.

This outcome should be evidenced by hard copy of tabulated statement and business form encompassing the range. The tabulated statement should be a minimum of 10 lines in length. The business form must include a minimum of 2 different typefaces.

Outcome 2

All performance criteria must be met and the full range must be covered for this item to be credited.

The most appropriate form of evidence would be hard copy of a report and a set of minutes encompassing the range. The report should be approximately 300 words in length and a minimum of 3 columns. The minutes should be approximately 200 words in length.

Outcome 3

All performance criteria must be met and the full range must be covered for this item to be credited.

The most appropriate form of evidence would be hard copy of an amended report, and a minimum of 2 documents produced as a result of a merge.

Outcome 4

All performance criteria must be met and the full range must be covered for this item to be credited.

This outcome should be evidenced by hard copy of 3 documents encompassing the range. The report should be approximately 300 words in length. The letter should be approximately 200 words in length. The tabulated statement should have 3 columns, a heading, column headings and one divided column heading. It should contain text as well as figures and should be a minimum of 10 lines in length.

National Unit Specification: support notes

UNIT   Word Processing 3 (Intermediate 2)

This part of the unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this unit is at the discretion of the centre, the notional design length is 40 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

The purpose of this unit is to help candidates to acquire the skills necessary to produce business documents and display material, and to attain a production speed of 600 words in a one and a half hour working period using word processing equipment.

This unit is set in the context of the modern business environment and candidates should be introduced to up-to-date office procedures and practices throughout. Ideally, software packages comparable to those used in business should be used and candidates should be encouraged to explore these packages for themselves, using help menus and shortcuts as appropriate.

Corresponding to all Outcomes:

Candidates should be aware of and be able to deal with:

error correction techniques
use of dictionary/spellcheck/reference materials
layout of work in accordance with organisational house style
security and confidentiality procedures of the organisation
printer's corrections
business terminology and grammar
health and safety procedures of the organisation
safe and effective operation of equipment

Outcome 1

Candidates should be aware of and be able to deal with:

specific instructions regarding layout
ruling
differing typefaces and fonts
function of word processing equipment

Outcome 2

Candidates should be aware of and be able to deal with:

ruling using functions of equipment available
columnar work with totalling of money
columnar work with dates and times
interpreting instructions, including manuals
transcribing variable quality manuscripts and drafts

National Unit Specification: support notes (cont)

UNIT   Word Processing 3 (Intermediate 2)

Outcome 3

Candidates should be aware of and be able to deal with:

primary and secondary files for merging
tab settings
copying blocks
search and replace

Outcome 4

Candidates should be aware of and be able to deal with:

specific instructions regarding layout
building up a production speed throughout the length of this unit

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT
Candidates should be encouraged to take a positive attitude towards the quality of their own work and be self-correcting. Realistic materials and documentation should be used throughout and a thematic approach adopted where possible. Proofreading skills, spelling, punctuation and the ability to use resource and reference materials effectively should be emphasised. Candidates should be encouraged to work within given deadlines and target times throughout.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT
The following are guidelines on the content of the assessment instruments. It is envisaged that all of the outcomes will be assessed in a particular context, for example, within one organisation.

Before documents are submitted for signing they should be proofread by the candidate and there should be no more than one error in each document on submission by the candidate - this error may be indicated by the teacher/lecturer. The candidate will then be permitted to amend this error and submit corrected documents for signing. The insertion of an additional character space or line space in the case of a display, would not count as an error and would not count the assignment as unacceptable.

Where a document is submitted with more than one error the candidate will be required to complete an alternative assessment drawn up to meet the same specification.

National Unit Specification: support notes (cont)

UNIT   Word Processing 3 (Intermediate 2)

Outcome 1

The assessment for this outcome consists of 2 tasks:

Task 1:   A tabulated statement with a main heading, 3 columns each with a heading and one divided column heading. This tabulated statement should be a minimum of 10 lines in length and should be ruled. It should be typed from amended typescript with printer's corrections.

Task 2:   A pro-forma business document for internal or external use, which has to be produced from a manuscript draft. It should have specific display instructions and include a minimum of 2 different typefaces.

Outcome 2

The assessment for this outcome consists of 2 tasks:

Task 1:   A report which includes financial information which should have a minimum of 3 columns and incorporate subtotals and totals. This should be approximately 300 words in length.

Task 2:   A set of minutes with numbered items and date and time information in the form of a diary or itinerary. This set of minutes should be approximately 300 words in length.

One of the above tasks should be keyed in from amended manuscript and one from amended typescript and one should have material to be arranged.

Outcome 3

The assessment for this outcome consists of 2 tasks:

Task 1:   A report in which the tab settings had to be changed, a block of text had to be copied and a search and replace function carried out. This edit should be done on data provided on disk/file and could be from material produced in Outcome 2.

Task 2:   A merged document using a primary and a secondary file. A minimum of 5 variable pieces of information should be merged. Both the primary file and secondary file should be set up. A minimum of 2 merged documents should be submitted in the candidate's folder.

This outcome could use information already assessed in Outcome 2.

National Unit Specification: support notes (cont)

UNIT   Word Processing 3 (Intermediate 2)

Outcome 4

The assessment for this outcome consists of one task consisting of 3 documents to be produced during a one and a half hour working period.

Document 1:   A report consisting of text and financial information with printer's corrections and specific layout instructions given. This report should be approximately 300 words in length.

Document 2:   A letter typed with a numbered display section. This document should be approximately 200 words in length.

Document 3:   A tabulated statement which should have 4 columns, a heading, column headings and one divided column heading and contain text as well as figures and should be a minimum of 10 lines in length.

SPECIAL NEEDS

This unit specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering special alternative outcomes for units. For information on these, please refer to the SQA document *Guidance on Special Assessment and Certification Arrangements for Candidates with Special Needs/Candidates whose First Language is not English* (SQA, 1998).