

CFABAD311a SQA Unit Code FD9T 04

Prepare text from shorthand (60 wpm)

Overview

This standard is about taking shorthand notes and producing accurate and correct text in an agreed format from these notes at a minimum speed of 60 words per minute (wpm). It includes checking the content for accuracy, editing and correcting text as necessary and storing both the text and the original shorthand notes safely and securely. It is for administrators who prepare text from shorthand.

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Performance criteria

- You must be able to:*
- P1 agree the purpose, format and deadlines for the text
 - P2 take dictation using shorthand at a minimum speed of 60 words per minute
 - P3 clarify text requirements when necessary
 - P4 input and format the text from shorthand notes
 - P5 make efficient use of available technology
 - P6 check content for accuracy, editing and correcting the text
 - P7 store the text and the original shorthand notes safely and securely in approved locations
 - P8 present the text in the required format within agreed deadlines

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Knowledge and understanding

You need to know and understand:

- K1 the different types of documents that may be produced from shorthand and the formats they should follow
- K2 the benefits of agreeing the purpose, format and deadline for the text
- K3 how to check for accuracy and correctness – including spelling, grammar and punctuation – and the purpose of doing this
- K4 the purpose of storing text safely and securely and how to do so
- K5 how to store the original shorthand notes safely and securely
- K6 the purpose of confidentiality and data protection
- K7 the different formats in which the text may be presented

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Skills

1. checking
2. listening
3. managing time
4. noting
5. questioning
6. using technology

Links to other NOS

Document Production; IT; Health, Safety and Security of People, Premises and Property

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Developed by Skills CFA

Version number 2

Date approved January 2012

Indicative review date December 2016

Validity Current

Status Original

Originating organisation Skills CFA

Original URN CFABAD311a

Relevant occupations Business, Administration and Law; Administration; Administration and Secretarial Occupations

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Suite

Business and Administration (2013)

Key words

Business; administration; shorthand