CFABAD311b SQA Unit Code FE0Y 04
Prepare text from shorthand (80 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 80 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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Additional Information

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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