

CFABAA213a SQA Unit Code FD8T 04

Prepare text from notes using touch typing (20 wpm)



Overview

This standard is about presenting accurate and correct text in an agreed format, from notes; touch typing at a speed of 20 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 notes safely and securely. It is for administrators who prepare text from notes and need to type at 20 words per minute.

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Performance criteria

- You must be able to:*
- P1 agree the purpose, format and deadlines for the transcription
 - P2 input the text using touch typing to 20 words per minute
 - P3 format the text, making efficient use of technology available
 - P4 check content for accuracy, editing and correcting text
 - P5 clarify text requirements when necessary
 - P6 store the text and the original notes safely and securely in approved locations
 - P7 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 notes and the formats they should follow
- K2 the difference between producing text from own notes and producing text from others' notes
- K3 the benefits of agreeing the purpose, format and deadline for the text
- K4 the purpose of accuracy when preparing text
- K5 how to check for accuracy and correctness – including spelling, grammar and punctuation– and the purpose of doing this
- K6 how to store text safely and securely
- K7 the purpose of confidentiality and data protection

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Additional Information

Skills

1. Checking
2. keyboarding skills
3. listening
4. managing time
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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Relevant occupations Business, Administration and Law; Administration; Administration and Secretarial Occupations

Suite Business and Administration (2013)

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