



**NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION****STATEMENT OF STANDARDS**

**UNIT NUMBER:** 6180335

**UNIT TITLE:** PRODUCING TEXT FROM RECORDED MATERIAL -  
MEDICAL

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

**OUTCOME**

1. PRODUCE BUSINESS DOCUMENTS FROM RECORDED INSTRUCTIONS

**PERFORMANCE CRITERIA**

- (a) Recorded instructions are correctly interpreted and followed.
- (b) Layout, spelling, grammar and punctuation are consistent, correct and in accordance with house style.
- (c) Corrections are unobtrusive.
- (d) Documents are proofread and checked before submission.
- (e) Documents are of mailable quality.

**RANGE STATEMENT**

Types of document: notices for display; lists; articles.

Types of equipment: word processing equipment or typewriter.

**EVIDENCE REQUIREMENTS**

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 documents covering the range. The list must have tab settings and be approximately 50 words in length. The article should be approximately 100 words in length and the notice for display approximately 50 words in length.

**OUTCOME**

2. PRODUCE MAILABLE COPY OF APPROXIMATELY 300 WORDS IN A 45 MINUTE WORKING PERIOD

**PERFORMANCE CRITERIA**

- (a) Recorded instructions are correctly interpreted and followed.
- (b) Approximately 300 words are produced in a 45 minute working period.
- (c) Layout, spelling, grammar and punctuation are consistent, correct and in accordance with house style.
- (d) Corrections are unobtrusive.
- (e) Documents are proofread and checked before submission.
- (f) Documents are of mailable quality.

**RANGE STATEMENT**

Types of document: letters; memoranda; short reports; envelope or label.

**EVIDENCE REQUIREMENTS**

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 documents covering the range.

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**ASSESSMENT**

In order to achieve this unit, candidates are required to present sufficient evidence that they have met all the performance criteria for each outcome within the range specified. Details of these requirements are given for each outcome. The assessment instruments used should follow the general guidance offered by the SQA assessment model and an integrative approach to assessment is encouraged. (See references at the end of support notes).

Accurate records should be made of the assessment instruments used showing how evidence is generated for each outcome and giving marking schemes and/or checklists, etc. Records of candidates' achievements should be kept. These records will be available for external verification.

**SPECIAL NEEDS**

In certain cases, modified outcomes and range statements can be proposed for certification. See references at end of support notes.

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**NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION****SUPPORT NOTES**

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MEDICAL

**SUPPORT NOTES:** This part of the unit specification is offered as guidance. None of the sections of the support notes is mandatory.

**NOTIONAL DESIGN LENGTH:** SQA allocates a notional design length to a unit on the basis of time estimated for achievement of the stated standards by a candidate whose starting point is as described in the access statement. The notional design length for this unit is 40 hours. The use of notional design length for programme design and timetabling is advisory only.

**PURPOSE** This unit would be suitable for anyone wishing to learn how to produce correspondence and display material within specified time limits from recorded material.

SQA publishes summaries of NC units for easy reference, publicity purposes, centre handbooks, etc. The summary statement for this unit is as follows:

This unit will help you to acquire the skills necessary to produce business correspondence and display materials and attain a production speed of 300 words in a 45 minute working period when transcribing from pre-recorded material.

**CONTENT/CONTEXT** This unit specification contains General Information, Statement of Standards and Support Notes for the following units.

6181025 Producing Text from Recorded Material  
6180325 Producing Text from Recorded Material - Legal  
6180335 Producing Text from Recorded Material - Medical

The material used and the evidence presented must be appropriate to the relevant context in which the unit is being delivered. It should contain vocabulary appropriate to law for unit 6180325 and medicine for unit 6180335.

This section contains the essential knowledge and understanding to underpin competent performance.

Corresponding to Outcome 1 and 2.

- safe and effective operation of equipment
- proofreading techniques
- use of dictionary/spellcheck/reference materials

- layout of work in accordance with organisational housestyle or accepted typing convention
- security and confidentiality procedures of the organisation
- interpreting instructions
- transcription of variable quality recorded material containing corrections
- audio conventions
- planning and organising work within deadlines
- use of audio equipment

**APPROACHES TO GENERATING EVIDENCE** Demonstration of competence will require the candidate to produce the tasks outlined to meet the criteria specified.

The candidates/trainees 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 introduced.

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 tutor. The candidate will then be permitted to amend this error and submit corrected documents for signing. The insertion of an additional character space or linespace in the case of a display, would not count as an error and would not count the assignment as unmailable. Mailable copy is taken to be hard copy of a document produced to acceptable standard for signature in business. Where non-screen based equipment is used, one error per task will be acceptable if it is an uncorrectable error but only if the sense of the material is not materially affected. Where screen-based equipment is used, the candidate will be expected to submit error-free documents.

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.

Where an observation checklist is asked for this should be used throughout the module to check competence over a period of time.

**ASSESSMENT PROCEDURES** The following are guidelines on the content of the assessment instruments.

Outcome 1 Three tasks

Task 1 - A list where tab settings are required approximately 50 words in length.

Task 2 - A short article approximately 100 words in length.

Task 3 - A notice for display approximately 50 words in length.

It is suggested that the documents be themed and inter-related to make it more meaningful to the candidates.

Outcome 2 Three tasks

Task 1 - A short letter of approximately 100 words.

Task 2 - A short report of approximately 100 words.

Task 3 - A memo approximately 100 words.

An addressed envelope will also be required.

It is suggested that the documents be themed and inter-related to make it more meaningful to the candidates.

**PROGRESSION** This module forms part of a series of modules which have been developed to provide the underpinning knowledge and skills required for the SVQ in Administration level II.

**RECOGNITION** Many SQA NC units are recognised for entry/recruitment purposes. For up-to-date information see the SQA guide 'Recognised and Recommended Groupings'.

## REFERENCES

1. Guide to unit writing.
2. For a fuller discussion on assessment issues, please refer to SQA's Guide to Assessment.
3. Procedures for special needs statements are set out in SQA's guide 'Students with Special Needs'.
4. Information for centres on SQA's operating procedures is contained in SQA's Guide to Procedures.
5. For details of other SQA publications, please consult SQA's publications list.

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