



## National Unit Specification: general information

**UNIT** Shorthand: Speed Development (60 wpm) (SCQF level 5)

**CODE** F5AC 11

### SUMMARY

This is a free-standing Unit, which is part of a group of three shorthand Units. It is designed for candidates with basic shorthand skills to enable them to develop speed writing and transcription using a word processor.

### OUTCOMES

- 1 Produce documents from dictated material.

### RECOMMENDED ENTRY

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

- ◆ *Shorthand: Speed Development (50 wpm) (SCQF level 5)*
- ◆ *Word Processing (SCQF level 4)*
- ◆ *Communication (Core Skills Intermediate 1)*

### CREDIT VALUE

1 credit at SCQF level 5: (6 SCQF credit points at SCQF level 5).

*\*SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

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### Administrative Information

**Superclass:** AZ

**Publication date:** November 2008

**Source:** Scottish Qualifications Authority

**Version:** 01

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## **National Unit Specification: general information (cont)**

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### **CORE SKILLS**

There is no automatic certification of Core Skills in this Unit.

The Unit provides opportunities for candidates to develop aspects of the following Core Skills:

- ◆ Information Technology (SCQF level 4)

These opportunities are highlighted in the Support Notes of this Unit Specification.

## **National Unit Specification: statement of standards**

### **UNIT**      Shorthand: Speed Development (60 wpm) (SCQF level 5)

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 SQA.

#### **OUTCOME 1**

Produce documents from dictated material.

#### **Performance Criteria**

- (a) Record documents dictated at 60 words per minute using a recognised shorthand system.
- (b) Produce an accurate transcription from own notes using a word processor, within time constraints.

#### **EVIDENCE REQUIREMENTS FOR THIS UNIT**

Evidence is required to demonstrate that candidates have achieved all Outcomes and Performance Criteria.

##### **Outcome 1**

Candidates will record a document of 120 words dictated at 60 words per minute, using a recognised shorthand system, on three separate occasions. The documents could be a statement, letter, press release, memorandum, file note, extract from a minute of meeting or short report. Candidates should receive a basic briefing on the document before dictation commences — ie type of document and title of document. Punctuation should be dictated.

Candidates will then produce a transcription of each documents, using their own notes, within an error tolerance of 4% (ie five errors or less) using a word processor. The emphasis will be on mailability of the documents — a document that is fit for purpose and will not cause embarrassment to an organisation. Transcription time will be no longer than 20 minutes per document.

This assessment must be conducted under controlled conditions. Candidates may use a shorthand or English dictionary while transcribing their own notes.

Where the candidate has five errors or less, then the candidate will be permitted to amend the work submitted to produce a final copy. Amendments can be made outwith the transcription time allocated. The document should be error free on final submission, encouraging candidates to take ownership for their own work.

Where a candidate has more than five errors in a document, then the candidate will be required to undertake an alternative assessment.

Evidence for this Outcome will be documents produced, with shorthand notes.

## **National Unit Specification: support notes**

### **UNIT            Shorthand: Speed Development (60 wpm) (SCQF level 5)**

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**

This Unit is an optional Unit in the National Certificate Group Award in Administration (SCQF level 5). The Unit can also be undertaken as a free-standing Unit.

This Unit is intended to develop shorthand transcription skills. It is recognised that the need for traditional shorthand dictation of correspondence, ie manager/secretary, is in decline. Therefore, the vocabulary in this Unit should not be restricted business vocabulary. It is expected that candidates would use the skills acquired, in a business setting to undertake, for example, note-taking at meetings.

Outcome 1 develops shorthand speed and transcription skills. Working to deadlines is reinforced.

#### **GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT**

Candidates undertaking this Unit are likely to be working towards a Group Award which is designed to provide candidates with the knowledge and skills required to perform an administrative role. The skill of shorthand could increase employability skills. The use of shorthand in a modern business environment should be considered when delivering this Unit. The traditional use of shorthand is in decline and materials used for practice should not be restricted to business correspondence. Where students are undertaking a vocational course (eg medical/legal) then the Unit could be contextualised to that area, enhancing perhaps the special outlines/word groupings relating to that area.

In Learning Outcome 1 speed writing and note-taking skills developed and the need to produce documents from the candidate's own notes reinforced. Listening skills and memory techniques will be reinforced. The practice material used should, again, be of a general nature, but could be contextualised to specific vocational programmes. Transcription skills will be developed. The need to plan and organise work within deadlines will be reinforced throughout the teaching of this Unit. Students should develop proof-reading skills and work toward error-free submission of work, in line with working practices.

#### **OPPORTUNITIES FOR CORE SKILL DEVELOPMENT**

It is envisaged that candidates, if using appropriate Word Processing software in transcribing their shorthand notes, will be able to develop aspects of the Core Skills in *Information Technology*.

## National Unit Specification: support notes (cont)

**UNIT** Shorthand: Speed Development (60 wpm) (SCQF level 5)

### GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

#### Outcome 1

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Candidates will then produce a transcription of each document, using their own notes, within an error tolerance of 4% (ie five errors or less) using a word processor. The emphasis will be on mailability of the documents — a document that is fit for purpose and will not cause embarrassment to an organisation. Transcription time will be no longer than 20 minutes per document.

This assessment must be conducted under controlled conditions. Candidates may use a shorthand or English dictionary while transcribing their own notes.

Where the candidate has five errors or less, then the candidate will be permitted to amend the work submitted to produce a final copy. Amendments can be made outwith the transcription time allocated. The document should be error free on final submission, encouraging candidates to take ownership for their own work.

Where a candidate has more than five errors in a document, then the candidate will be required to undertake an alternative assessment.

Evidence for this Outcome will be documents produced, with shorthand notes.

#### Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by information and communications technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

### CANDIDATES WITH DISABILITIES AND/OR ADDITIONAL SUPPORT NEEDS

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs (www.sqa.org.uk)*.