

Document Production

QCF Units of Assessment

Final NVQ Units

April 2010

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Title	Prepare text from notes using touch typing (20 wpm)
Skills CFA Unit No.	Q110
WBA Unit No.	D/601/2458
Level	1
Credit Value	2
GLH	15
Learning Outcomes	Assessment Criteria
The learner will	The learner can
1. Understand how to prepare text from notes using touch typing	1.1 Describe different types of documents that may be produced from notes and the formats to be followed 1.2 Describe different forms in which texts may be presented 1.3 Explain the difference between producing text from own notes and producing text from others' notes
2. Understand the purpose and value of following procedures when preparing text using touch typing	2.1 Explain the value and benefits of agreeing the purpose, format and deadline for delivering text 2.2 Explain the value of accuracy – including spelling, grammar and punctuation – when preparing text typed from notes 2.3 Describe ways of checking finished documents for accuracy and correctness, and the purpose of doing so 2.4 Explain the purpose of storing text and original notes safely and securely, and ways of doing so 2.5 Explain the purpose of confidentiality and data protection when preparing text from notes 2.6 Explain the purpose and benefits of meeting deadlines
3. Be able to prepare for tasks	3.1 Agree the purpose, format and deadlines for texts
4. Be able to produce texts using touch typing	4.1 Input texts using touch typing at a minimum speed of 20

QCF L1 Prepare text from notes using touch typing (20 wpm)

	<p>words per minute</p> <p>4.2 Format texts to agreed style and layout making efficient use of available technology</p> <p>4.3 Clarify text requirements when necessary</p> <p>4.4 Read and check texts for accuracy</p> <p>4.5 Edit and correct texts, as required</p> <p>4.6 Store texts and original notes safely and securely following organisational procedures</p> <p>4.7 Present texts to the required format and within agreed deadlines</p>
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Additional Information about the unit	
Unit purpose and aim(s)	This unit is about preparing different types of text using touch typing at a minimum speed of 20 words per minute.
Unit expiry date	31 December 2013
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	Skills CFA
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	Assessment Strategy
Support for the unit from an SSC or other appropriate body (if required)	Skills CFA
Location of the unit within the subject/sector classification system	15. Business, Administration and Law 15.2 Administration
Name of the organisation submitting the unit	Skills CFA

Availability for use	Shared
Unit available from	1 August 2010
Unit guided learning hours	15

Title	Prepare text from notes using touch typing (40 wpm)
Skills CFA Unit No.	Q214
WBA Unit No.	F/601/2484
Level	2
Credit Value	3
GLH	15
Learning Outcomes	Assessment Criteria
The learner will	The learner can
1. Understand the task of preparing text from notes using touch typing	1.1 Describe different types of documents that may be produced from notes and the formats to be followed 1.2 Describe different forms in which texts may be presented 1.3 Explain the difference between producing text from own notes and producing text from others' notes
2. Understand the purpose and benefits of following procedures when preparing text using touch typing	2.1 Explain the value and benefits of agreeing the purpose, format and deadline for delivering text 2.2 Explain the purpose of accuracy – including spelling, grammar and punctuation –when preparing text typed from notes 2.3 Describe ways of checking finished documents for accuracy and correctness 2.4 Explain the purpose of storing text and original notes safely and securely, and ways of doing so 2.5 Explain the purpose of confidentiality and data protection when preparing text from notes 2.6 Explain the purpose of meeting deadlines
3. Be able to prepare for tasks	3.1 Agree the purpose, format and deadlines for texts
4. Be able to produce texts using touch typing	4.1 Input texts using touch typing to a minimum speed of 40 words per minute

	<p>4.2 Format texts to agreed style and layout making efficient use of available technology</p> <p>4.3 Clarify text requirements when necessary</p> <p>4.4 Read and check texts for accuracy</p> <p>4.5 Edit and correct texts, as required</p> <p>4.6 Store texts and original notes safely and securely following organisational procedures</p> <p>4.7 Present texts to the required format, within the agreed deadlines</p>
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Additional Information about the unit	
Unit purpose and aim(s)	This unit is about preparing different types of text using touch typing at a minimum speed of 40 words per minute.
Unit expiry date	31 December 2013
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	Skills CFA
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	Assessment Strategy
Support for the unit from an SSC or other appropriate body (if required)	Skills CFA
Location of the unit within the subject/sector classification system	15. Business, Administration and Law 15.2 Administration
Name of the organisation submitting the unit	Skills CFA
Availability for use	Shared

Unit available from	1 August 2010
Unit guided learning hours	15

Title	Prepare text from notes
Skills CFA Unit No.	Q213
WBA Unit No.	A/601/2483
Level	2
Credit Value	3
GLH	15
Learning Outcomes	Assessment Criteria
The learner will	The learner can
1. Understand preparing text from notes	1.1 Describe different types of documents that may be produced from notes and the formats to be followed 1.2 Explain the difference between producing text from own notes and producing text from others' notes
2. Understand the purpose and benefits of following procedures when preparing text from notes	2.1 Explain the benefits of agreeing the purpose, format and deadline for preparing text from notes 2.2 Explain the purpose of accuracy – including spelling, grammar and punctuation – when preparing text from notes 2.3 Describe ways of checking finished documents for accuracy and correctness, and the purpose of doing so 2.4 Explain the purpose of storing text and notes safely and securely, and ways of doing so 2.5 Explain the purpose of confidentiality and data protection when preparing text from notes 2.6 Explain the purpose and benefits of meeting deadlines
3. Be able to prepare for text from notes	3.1 Agree the purpose, format and deadlines for texts
4. Be able to prepare text from notes	4.1 Input text using keyboard skills 4.2 Format text to agreed style and layout, making efficient use of available technology

	<p>4.3 Clarify text requirements when necessary</p> <p>4.4 Read and check texts for accuracy</p> <p>4.5 Edit and correct texts, as required</p> <p>4.6 Store texts and original notes safely and securely following organisational procedures</p> <p>4.7 Produce texts to the required format and within agreed deadlines</p>
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Additional Information about the unit	
Unit purpose and aim(s)	This unit is about preparing different types of text from own notes and notes written by other people to meet agreed timescales.
Unit expiry date	31 December 2013
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	Skills CFA
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	Assessment Strategy
Support for the unit from an SSC or other appropriate body (if required)	Skills CFA
Location of the unit within the subject/sector classification system	15. Business, Administration and Law 15.2 Administration
Name of the organisation submitting the unit	Skills CFA
Availability for use	Shared
Unit available from	1 August 2010

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Unit guided learning hours	15
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Title	Produce documents in a business environment	
Skills CFA Unit No.	Q212	
WBA Unit No.	T/601/2482	
Level	2	
Credit Value	4	
GLH	15	
Learning Outcomes	Assessment Criteria	
The learner will	The learner can	
1. Understand the purpose of producing high quality and attractive documents in a business environment	1.1 Outline different types of documents that may be produced and the different styles that could be used 1.2 Describe different formats in which text may be presented 1.3 Explain the purpose and benefits of producing high quality and attractive documents	
2. Know the resources and technology available and how to use them when producing documents in a business environment	2.1 Describe the types of resources available for producing high quality and attractive documents 2.2 Outline ways of using different resources to produce documents 2.3 Describe different types of technology available for inputting, formatting and editing text, and their main features	
3. Understand the purpose of following procedures when producing documents in a business environment	3.1 Explain the benefits of agreeing the purpose, content, style, and deadlines for producing documents 3.2 Outline different ways of organising content needed for documents 3.3 Outline ways of integrating and laying out text and non-text 3.4 Describe ways of checking finished documents for accuracy – including spelling, grammar and punctuation – and correctness, and the purpose of doing so 3.5 Explain the purpose of storing	

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	<p>documents safely and securely, and ways of doing so</p> <p>3.6 Explain the purpose of confidentiality and data protection when preparing documents</p> <p>3.7 Explain the purpose and benefits of meeting deadlines</p>
4. Be able to prepare for tasks	4.1 Confirm the purpose, content, style and deadlines for documents
5. Be able to produce documents to agreed specifications	<p>5.1 Prepare resources needed to produce documents</p> <p>5.2 Organise the content required to produce documents</p> <p>5.3 Make use of technology, as required</p> <p>5.4 Format and produce documents to an agreed style</p> <p>5.5 Integrate non-text objects into an agreed layout, if required</p> <p>5.6 Check texts for accuracy</p> <p>5.7 Edit and correct texts, as required</p> <p>5.8 Clarify document requirements, when necessary</p> <p>5.9 Store documents safely and securely following organisational procedures</p> <p>5.10 Present documents to the required format and within the agreed deadlines</p>

Additional Information about the unit	
Unit purpose and aim(s)	This unit is about preparing high quality and attractive documents to agreed layouts, formats, styles to meet agreed deadlines.
Unit expiry date	31 December 2013
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula	Skills CFA

(if appropriate)	
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	Assessment Strategy
Support for the unit from an SSC or other appropriate body (if required)	Skills CFA
Location of the unit within the subject/sector classification system	15. Business, Administration and Law 15.2 Administration
Name of the organisation submitting the unit	Skills CFA
Availability for use	Shared
Unit available from	1 August 2010
Unit guided learning hours	15

Title	Prepare text from recorded audio instruction (40 wpm)
Skills CFA Unit No.	Q216
WBA Unit No.	L/601/2486
Level	2
Credit Value	4
GLH	35
Learning Outcomes	Assessment Criteria
The learner will	The learner can
1. Understand the task of preparing text from recorded audio instruction	1.1 Describe different types of documents that may be produced from recorded audio and the formats to be followed 1.2 Describe different forms in which texts may be presented 1.3 Describe the different types of technology that are available for playing back recordings and their main features
2. Understand the purpose and value of following procedures when preparing text from recorded audio instruction	2.1 Explain the value and benefits of agreeing the purpose, format and deadline for preparing texts from recorded audio instruction 2.2 Describe ways of checking finished documents for accuracy – including spelling, grammar and punctuation – and correctness, and the purpose of doing so 2.3 Explain the purpose of storing texts and original recordings safely and securely, and ways of doing so 2.4 Explain the purpose of confidentiality and data protection when preparing texts from recorded audio 2.5 Explain the purpose and benefits of meeting deadlines
3. Be able to produce texts from audio recordings	3.1 Agree the purpose, format, and deadlines for texts 3.2 Input text from audio recordings at a minimum speed of 40 words per minute 3.3 Format texts to agreed format

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	<p>making efficient use of available technology</p> <p>3.4 Clarify text requirements when necessary</p> <p>3.5 Read and check texts for accuracy</p> <p>3.6 Edit and correct texts, as required</p> <p>3.7 Store texts and original recordings safely and securely following organisational procedures</p> <p>3.8 Present texts to the required format and within the agreed deadlines</p>
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Additional Information about the unit	
Unit purpose and aim(s)	This unit is about preparing different types of text from audio recordings, where the recording is made at a minimum speed of 40 words per minute.
Unit expiry date	31 December 2013
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	Skills CFA
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	Assessment Strategy
Support for the unit from an SSC or other appropriate body (if required)	Skills CFA
Location of the unit within the subject/sector classification system	15. Business, Administration and Law 15.2 Administration
Name of the organisation submitting the unit	Skills CFA

Availability for use	Shared
Unit available from	1 August 2010
Unit guided learning hours	35

Title	Prepare text from shorthand (60 wpm)
Skills CFA Unit No.	Q215
WBA Unit No.	J/601/2485
Level	2
Credit Value	8
GLH	55
Learning Outcomes	Assessment Criteria
The learner will	The learner can
1. Understand the task of preparing text from shorthand	1.1 Describe different types of documents that may be produced from shorthand and the formats to be followed 1.2 Describe different forms in which texts may be presented
2. Understand the purpose and value of following procedures when preparing text from shorthand	2.1 Explain the value and benefits of agreeing the purpose, format and deadline for preparing texts from shorthand 2.2 Describe ways of checking finished documents for accuracy – including spelling, grammar and punctuation – and correctness, and the purpose of doing so 2.3 Explain the purpose of storing texts and original shorthand notes safely and securely, and ways of doing so 2.4 Explain the purpose of confidentiality and data protection when preparing texts from shorthand notes 2.5 Explain the purpose and benefits of meeting deadlines
3. Be able to prepare for tasks, and use shorthand to take dictation	3.1 Agree the purpose, format, and deadlines for preparing texts from shorthand 3.2 Take dictation using shorthand at a minimum speed of 60 words per minute
4. Be able to produce texts from shorthand	4.1 Clarify text requirements, when necessary 4.2 Input and format texts to an agreed format from shorthand

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	<p>notes</p> <p>4.3 Make efficient use of technology, as required</p> <p>4.4 Read and check texts for accuracy</p> <p>4.5 Edit and correct texts, as required</p> <p>4.6 Store texts and original shorthand notes safely and securely following organisational procedures</p> <p>4.7 Present texts to the required format and within the agreed deadlines</p>
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Additional Information about the unit	
Unit purpose and aim(s)	This unit is about preparing different types of text from shorthand notes, where the notes are taken at a minimum speed of 60 words per minute.
Unit expiry date	31 December 2013
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	Skills CFA
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	Assessment Strategy
Support for the unit from an SSC or other appropriate body (if required)	Skills CFA
Location of the unit within the subject/sector classification system	15. Business, Administration and Law 15.2 Administration
Name of the organisation submitting the unit	Skills CFA
Availability for use	Shared

Unit available from	1 August 2010
Unit guided learning hours	55

Title	Design and produce documents in a business environment	
Skills CFA Unit No.	Q312	
WBA Unit No.	M/601/2531	
Level	3	
Credit Value	4	
GLH	25	
Learning Outcomes	Assessment Criteria	
The learner will	The learner can	
1. Understand the purpose and value of designing and producing high quality and attractive documents	1.1 Describe different types of documents that may be designed and produced and the different styles that could be used 1.2 Describe different formats in which text may be presented 1.3 Explain the purpose and benefits of designing and producing high quality and attractive documents	
2. Know the resources available to design and produce documents and how to use them	2.1 Describe the types of resources needed to design and produce high quality and attractive documents 2.2 Explain the purpose and benefits of using different types of resource to design and produce high quality and attractive documents 2.3 Describe different types of technology available for inputting, formatting and editing text, and their main features	
3. Understand the purpose and value of following procedures when designing and producing documents	3.1 Explain the value and benefits of agreeing the purpose, content, style, and deadlines for the design and production of documents 3.2 Describe ways of researching and organising content needed for documents 3.3 Describe ways of integrating and laying out text and non-text 3.4 Describe ways of checking	

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	<p>finished documents for accuracy – including spelling, grammar and punctuation – and correctness, and the purpose of doing so</p> <p>3.5 Explain the purpose of storing documents safely and securely, and ways of doing so</p> <p>3.6 Explain the purpose of confidentiality and data protection when preparing documents</p> <p>3.7 Explain the purpose and benefits of meeting deadlines</p>
<p>4. Be able to design and produce documents to agreed specifications</p>	<p>4.1 Agree the purpose, content, style and deadlines for documents</p> <p>4.2 Identify and prepare resources needed to design and produce documents</p> <p>4.3 Research and organise the content required for documents</p> <p>4.4 Make appropriate and efficient use of technology, as required</p> <p>4.5 Design, format and produce documents to an agreed style</p> <p>4.6 Integrate non-text objects into an agreed layout, if required</p> <p>4.7 Check texts and objects for accuracy</p> <p>4.8 Edit and correct texts and objects as required</p> <p>4.9 Clarify document requirements, if necessary</p> <p>4.10 Store documents safely and securely following organisational procedures</p> <p>4.11 Present documents to the required format, and within the agreed deadlines</p>

Additional Information about the unit

<p>Unit purpose and aim(s)</p>	<p>This unit is about designing and preparing high quality and attractive documents to agreed layouts,</p>
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	formats and styles.
Unit expiry date	31 December 2013
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	Skills CFA
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	Assessment Strategy
Support for the unit from an SSC or other appropriate body (if required)	Skills CFA
Location of the unit within the subject/sector classification system	15. Business, Administration and Law 15.2 Administration
Name of the organisation submitting the unit	Skills CFA
Availability for use	Shared
Unit available from	1 August 2010
Unit guided learning hours	25

Title	Prepare text from notes using touch typing (60 wpm)
Skills CFA Unit No.	Q313
WBA Unit No.	T/601/2532
Level	3
Credit Value	4
GLH	10
Learning Outcomes	Assessment Criteria
The learner will	The learner can
1. Understand the task of preparing text from notes using touch typing	1.1 Describe different types of documents that may be produced from notes and the format to be followed 1.2 Describe different forms in which texts may be presented 1.3 Explain the difference between producing text from own notes and producing text from others' notes
2. Understand the purpose and benefits of following procedures when preparing text using touch typing	2.1 Explain the value and benefits of agreeing the purpose, format and deadline for texts 2.2 Explain the benefits of accuracy – including spelling, grammar and punctuation – when preparing typed text from notes 2.3 Describe ways of checking finished documents for accuracy and correctness, and the purpose of doing so 2.4 Explain the purpose of storing text and original notes safely and securely, and ways of doing so 2.5 Explain the purpose of confidentiality and data protection when preparing text from notes 2.6 Explain the purpose and benefits of meeting deadlines
3. Be able to prepare for tasks	3.1 Agree the purpose, format and deadlines for texts
4. Be able to produce texts using touch typing at a minimum	4.1 Input texts using touch typing to a minimum speed of 60

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speed of 60 wpm	<p>words per minute</p> <p>4.2 Format texts to agreed format making best the use of available technology</p> <p>4.3 Clarify text requirements when necessary</p> <p>4.4 Read and check texts for accuracy</p> <p>4.5 Edit and correct texts, as required</p> <p>4.6 Store texts and original notes safely and securely following organisational procedures</p> <p>4.7 Present texts to the required format and within the agreed deadlines</p>
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Additional Information about the unit	
Unit purpose and aim(s)	This unit is about preparing different types of text using touch typing at a minimum speed of 60 words per minute.
Unit expiry date	31 December 2013
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	Skills CFA
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	Assessment Strategy
Support for the unit from an SSC or other appropriate body (if required)	Skills CFA
Location of the unit within the subject/sector classification system	15. Business, Administration and Law 15.2 Administration
Name of the organisation submitting the unit	Skills CFA

Availability for use	Shared
Unit available from	1 August 2010
Unit guided learning hours	10

Title	Prepare text from recorded audio instruction (60 wpm)
Skills CFA Unit No.	Q315
WBA Unit No.	F/601/2534
Level	3
Credit Value	4
GLH	25
Learning Outcomes	Assessment Criteria
The learner will	The learner can
1. Understand the task of preparing text from recorded audio instruction	1.1 Describe different types of documents that may be produced from recorded audio and the formats to be followed 1.2 Describe different forms in which texts may be presented 1.3 Describe the different types of technology that are available for playing back recordings and their main features
2. Understand the purpose and value of following procedures when preparing text from recorded audio instruction	2.1 Explain the value and benefits of agreeing the purpose, format and deadline for preparing texts from recorded audio instruction 2.2 Describe ways of checking finished documents for accuracy – including spelling, grammar and punctuation – and correctness, and the purpose of doing so 2.3 Explain the purpose of storing text and original recordings safely and securely, and ways of doing so 2.4 Explain the purpose of confidentiality and data protection when preparing text from recorded audio 2.5 Explain the purpose and benefits of meeting deadlines
3. Be able to produce texts from audio recordings	3.1 Agree the purpose, format, and deadlines for texts prepared from audio recordings 3.2 Input text from an audio recordings at a minimum speed of 60 words per minute

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	<p>3.3 Format texts to agreed format making best use of available technology</p> <p>3.4 Clarify text requirements when necessary</p> <p>3.5 Read and check texts for accuracy</p> <p>3.6 Edit and correct texts, as required</p> <p>3.7 Store texts and original recording safely and securely following organisational procedures</p> <p>3.8 Present texts to the required format, within the agreed deadlines</p>
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Additional Information about the unit	
Unit purpose and aim(s)	This unit is about preparing different types of text from audio recoding at a minimum speed of 60 words per minute.
Unit expiry date	31 December 2013
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	Skills CFA
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	Assessment Strategy
Support for the unit from an SSC or other appropriate body (if required)	Skills CFA
Location of the unit within the subject/sector classification system	15. Business, Administration and Law 15.2 Administration
Name of the organisation submitting the unit	Skills CFA

Availability for use	Shared
Unit available from	1 August 2010
Unit guided learning hours	25

Title	Prepare text from shorthand (80 wpm)
Skills CFA Unit No.	Q314
WBA Unit No.	A/601/2533
Level	3
Credit Value	8
GLH	45
Learning Outcomes	Assessment Criteria
The learner will	The learner can
1. Understand the task of preparing text from shorthand	1.1 Describe different types of documents that may be produced from shorthand and the formats to be followed 1.2 Describe different forms in which shorthand texts may be presented
2. Understand the purpose and value of following procedures when preparing text from shorthand	2.1 Explain the value and benefits of agreeing the purpose, format and deadline for texts prepared from shorthand 2.2 Describe ways of checking finished documents for accuracy – including spelling, grammar and punctuation – and correctness, and the purpose of doing so 2.3 Explain the purpose of storing text and original shorthand notes safely and securely, and ways of doing so 2.4 Explain the purpose of confidentiality and data protection when preparing text from shorthand notes 2.5 Explain the purpose and benefits of meeting deadlines
3. Be able to prepare for tasks, and use shorthand to take dictation	3.1 Agree the purpose, format, and deadlines for texts 3.2 Take dictation using shorthand at a minimum of 80 words per minute
4. Be able to produce texts from shorthand	4.1 Get clarification of points as required 4.2 Input and format texts to an agreed format from shorthand

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	<p>notes</p> <p>4.3 Make efficient use of technology, as required</p> <p>4.4 Read and check texts for accuracy</p> <p>4.5 Edit and correct texts, as required</p> <p>4.6 Store texts and original shorthand notes safely and securely following organisational procedures</p> <p>4.7 Present texts to the required format, within the agreed deadlines</p>
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Additional Information about the unit	
Unit purpose and aim(s)	This unit is about preparing different types of text from shorthand notes at minimum speed of 80 words per minute.
Unit expiry date	31 December 2013
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	Skills CFA
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	Assessment Strategy
Support for the unit from an SSC or other appropriate body (if required)	Skills CFA
Location of the unit within the subject/sector classification system	15. Business, Administration and Law 15.2 Administration
Name of the organisation submitting the unit	Skills CFA
Availability for use	Shared
Unit available from	1 August 2010

QCF L1 Prepare text from notes using touch typing (20 wpm)

Unit guided learning hours	45
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