WORD PROCESSING Level 3 (Advanced)

Equivalent to the former OCR Text Processing (Business Professional) qualifications

We offer a range of Word Processing Units which have been designed to enable you to improve your skills when producing a variety of routine and complex business documents, and to meet the standards required for employment in an administrative, clerical or secretarial role.

It is recommended that you already hold a Level 2 qualification in a text processing subject, or have skills and knowledge to an equivalent level.

The level 3 qualification is suitable for:

- those who have sufficient skill, underpinning knowledge and command of English to carry out the production of complex business documents without supervision

- those who are already employed in text processing or administrative-related job roles and who wish to further develop their knowledge and expertise in this area in preparation for senior job roles, or wish to gain accreditation for existing skills.

How will this course benefit me?

- **Recognised** - to recognise your achievements along the way you will receive Centre Certificates for each successfully completed Unit

- **Relevant** - the training is relevant to the work environment.

- **Individual** - you can learn at your own pace and take as long, or as short a time as you need – there are no time constraints and you can choose to undertake just one unit, or any number of units in any combination, and in any order. *(More details about the units overleaf)*

- **Progression** – can help to enhance your career, assist you to get back to work or simply enable you to do something new.

You may also opt to work towards a **Secretarial Certificate** or **Diploma**. Each Unit has a credit value and at level 3, you need to accumulate 15 credits for a Certificate, and 24 credits for a Diploma. To work towards a Certificate or Diploma, you must include at least one unit from list A:-

List A	*List B*
Word Processing *(5 credits)*	Audio-transcription *(5 credits)*
or Legal Word Processing *(5 credits)*	*or* Legal Audio-transcription* *(4 credits)*
Document Presentation *(5 credits)*	*or* Medical Audio-transcription* *(4 credits)*
	Mailmerge* *(4 credits)*
	Medical Word Processing* *(4 credits)*
	Speed Keying *(4 credits)*

(* these are Level 2 units but can be undertaken to count towards the total credit value)

All the Units (except Speed Keying) are assessed by means of an assignment which will be 1½ - 2 hours in length (depending on the Unit). Successful completion of the assignment will result in you being issued with a Centre Unit Certificate confirming that you have studied to the same standard as the former OCR Level 3 qualification. Results will be graded Distinction or Pass and the grade achieved will be stated on your certificate. Unsuccessful assignments can be re-taken.

Further details about the units:-

The **Word Processing (Level 3) Unit** requires you to produce four documents (a multi-page report/article; a newspaper style article, a 2-sided programme or leaflet and a 4-column multi-line table, with sub-divided and vertical headings.

The **Legal Word Processing (Level 3) Unit** requires you to work from handwritten and typewritten draft material to produce four complex legal documents (eg create standard clauses, use standard clauses to create a legal document, a backsheet, a legal financial statement.)

The **Document Presentation (Level 3) Unit** requires you to produce four complex documents to a house style layout (eg a letter, a one-page display document, a multi-page technical document, a newspaper-style display).

The **Audio Transcription (Level 3) Unit** requires you to work from recorded speech to produce documents (eg a letter, minutes, an advertisement or itinerary and a report which includes a 3 – 4 column table). The letter will require an original and 2 copies. One of the documents will require a continuation sheet.

The **Legal** or **Medical Audio Transcription (Level 2) Units** require you to work from recorded speech, using legal or medical terminology, to produce documents, eg a letter, a memorandum, an article or report, a notice for display, a three column table.

The **Mailmerge (Level 2) Unit** requires you to create, amend and print datafiles, standard documents and labels, and print selected merged documents using merge facilities.

The **Medical Word Processing (Level 2) Unit**s require you to produce documents such as a notice for display; an article/report; and a letter, which includes stored phrases and copies for routing. At least one document will include a table which requires sorting into alphabetical or numerical/chronological order.

The **Speed Keying (Level 3) Unit** requires you to key in a continuous passage within 10 minutes, equating to speeds of 50 - 65 words per minute. The speed awarded will be calculated up to and including the 6th uncorrected error, but a minimum of 50 wpm needs to be reached to be awarded a pass. *(Alternatively you can take the Level 2 unit with equates to speeds of 35-45 words per minute, with 35 wpm being the minimum required for a pass)*

What next?

Please contact us to discuss if this training is for you, and if so, which Unit(s) you wish to undertake. We can also advise you on methods of study and costs etc.