

Unit 221 Prepare text from notes

Unit Summary

Present accurate and correct text in an agreed format from notes taken by yourself or others.

Skills

You will apply the following skills:

- Questioning
- Listening
- Reading
- Writing
- Using technology
- Checking
- Managing time

Performance indicators

You will:

1. Agree the purpose, format, quality standards and deadlines for the text
2. Input the text at the speed and level of accuracy required by your organisation
3. Format the text, making efficient use of the technology available
4. Check for accuracy, editing and correcting as necessary
5. Seek clarification when necessary
6. Store the text and the original notes safely and securely in approved locations
7. Present the text in the required format within agreed deadlines and quality standards

Knowledge

You will know:

1. The different types of documents that you may be asked to produce from notes and the formats they should follow
2. The difference between producing text from your own notes and producing text from the notes of others
3. Why it is important to agree the purpose, format and deadline for the text
4. Why accuracy is important when preparing text
5. How to check for accuracy and correctness, including spelling and grammar
6. Why it is important to store text safely and securely and how to do so

7. The importance of confidentiality and data protection
8. The different forms in which the text may be presented
9. Why it is important to meet quality standards and deadlines
10. The different types of technology available for inputting, formatting and editing text and their main features

Evidence requirements

This section is aimed at the assessor and sets out the evidence requirements for this unit.

1. Evidence for this unit is generated when your candidate is carrying out real work in a private sector organisation, not-for-profit organisation or public service organisation whether full-time or part-time, paid or voluntary.
2. For this unit, evidence may be collected in an approved Realistic Working Environment or an extended work placement.
3. Simulation is not allowed for this unit.
4. Evidence must show that your candidate has consistently met the standard over a sufficient period of time for you to consider the candidate competent.
5. You may use the following assessment methods when assessing this unit:

Performance evidence	Observation	Yes
	Examination of work products	Yes
Supplementary evidence	Witness testimony	Optional
	Questions *	Yes

* This includes verbal and written questioning, questionnaires, work based tasks, reflective accounts, case studies, professional discussion and feedback reports.

6. Your candidate needs to show that they:

Prepare text from notes. Evidence may include:

- Instructions
- Requests
- Notes
- Minutes of meetings
- Letters
- Reports
- Memos
- E-mails
- Faxes
- Newsletters
- Posters
- Flyers

- Notes from telephone conversations
- First drafts
- Second drafts
- Final documents
- Using spell check, grammar check and track changes

7. Contingencies

Performance Indicator 4	If no corrections are necessary during the assessment period 'what if' questions may be asked to confirm competence
Performance Indicator 5	If no clarification is necessary during the assessment period 'what if' questions may be asked to confirm competence

8. Evidence generated for this unit may contribute towards Unit 201:

- Communicate information
- Plan and be accountable for your work
- Improve your own performance
- Behave in a way that supports effective working

and Unit 202

- Work to achieve your organisation's purpose and values
- Support sustainability
- Support diversity
- Maintain security and confidentiality