

Unit 222 Prepare text from shorthand

Unit summary

Take shorthand notes and produce accurate and correct text in an agreed format from these notes.

Skills

You will apply the following skills:

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

Performance indicators

You will:

1. Agree the purpose, format, quality standards and deadlines for the text
2. Take dictation using shorthand at a minimum speed of 60 words per minute
3. Clarify points you are unsure about
4. Input and format the text from your shorthand notes
5. Make efficient use of the technology available
6. Check for accuracy, editing and correcting as necessary
7. Store the text and the original shorthand notes safely and securely in approved locations
8. 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 shorthand and the formats they should follow
2. The importance of having an effective working relationship with the person giving the dictation
3. Why it is important to agree the purpose, format and deadline for the text
4. How to check for accuracy and correctness – including spelling and grammar – and why this is important
5. Why it is important to store text safely and securely and how to do so

6. Why it is important to store the original shorthand notes 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 shorthand. Evidence may include:

- Note pads
- Shorthand notes taken at 60 word per minute*
- Letters
- Reports
- Memos
- E-mails
- Newsletters
- Flyers
- Posters
- Second drafts
- Final documents

- Using spelling and grammar checks

* To test accurate speeds, dictate 300 words in five minutes. The candidate should be given 15 minutes to transcribe their shorthand notes accurately. Maximum error rate including punctuation and mistakes = 5.

7. Contingencies

Performance Indicator 3	If no clarification is necessary during the assessment period 'what if' questions may be asked to confirm competence
Performance Indicator 6	If no corrections are necessary during the assessment '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