

OCR Text Processing (Business Professional) Summary Sheet

Units Available From Act Training

	Level 3			Level 2			Level 1		
	Title	Ref	Credits	Title	Ref	Credits	Title	Ref	Credits
Core Units	Text Production	3932	6	Text Production	6975	5	Text Production	6966	4
Options Groups Only one unit per group will count towards Certificate or Diploma Qualifications	Word Processing	3938	6	Word Processing	6999	5	Word Processing	6974	4
	Legal Word Processing	3935	6	Medical Word Processing	6996	5			
	Audio Transcription	3933	5	Audio Transcription	6976	4	Audio Transcription	6967	4
				Legal Audio Transcription	6980	5			
				Medical Audio Transcription	6995	5			
	Speed Keying	3937	5	Speed Keying	6998	4	Speed Keying	6973	4
	Shorthand Speed	3936	6	Shorthand Speed	6997	5	Shorthand Speed	6972	4
	Document Presentation	3934	6	Document Presentation	6978	5			
				Business Presentations	6977	5	Business Presentations	6968	4
				Mailmerge	6994	5	Mailmerge	6971	4
						Computer Keyboard Skills	6969	3	
						Legal Text Processing	6970	4	

Higher Qualification Structure

Qualification Title	Required Credits	=	Core Credits	+	Other Credits
Level 3 Diploma	37	=	6 (Unit 3932)	+	17 minimum from Level 3 + Remainder from Level 2 or Level 1
Level 3 Certificate	20	=	6 (Unit 3932)	+	6 minimum from Level 3 + Remainder from Level 2 or Level 1
Level 3 Award	11	=	6 (Unit 3932)	+	5 from Level 3
Level 2 Diploma	37	=	5 (Unit 6975)	+	18 minimum from Level 3 or Level 2 + Remainder from Level 1
Level 2 Certificate	16	=	5 (Unit 6975)	+	5 minimum from Level 3 or Level 2 + Remainder from Level 1
Level 2 Award	9	=	5 (Unit 6975)	+	4 from Level 3 or Level 2
Level 1 Diploma	37	=	4 (Unit 6966)	+	33 from Level 2 or Level 1
Level 1 Certificate	13	=	4 (Unit 6966)	+	9 from Level 2 or Level 1
Level 1 Award	7	=	4 (Unit 6966)	+	3 from Level 2 or Level 1