
Overview

This standard is about presenting accurate and correct text in an agreed format from notes. It includes checking the content for accuracy, editing and correcting text as necessary and storing both the text and the original notes safely and securely. It is for administrators who prepare text from notes.

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Prepare text from notes

Performance criteria

- You must be able to:*
- P1 agree the purpose, format and deadlines for the transcription
 - P2 input the text using keyboarding skills
 - P3 format the text, making efficient use of available technology
 - P4 check content for accuracy, editing and correcting text
 - P5 clarify text requirements when necessary
 - P6 store the text and the original notes safely and securely in approved locations
 - P7 present the text in the required format within agreed deadlines

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Knowledge and understanding

You need to know and understand:

- K1 the different types of documents that may be produced from notes and the formats they should follow
- K2 the difference between producing text from own notes and producing text from others' notes
- K3 the benefits of agreeing the purpose, format and deadline for the text
- K4 the purpose of accuracy when preparing text
- K5 how to check for accuracy and correctness – including spelling, grammar and punctuation – and the purpose of doing this
- K6 how to store text safely and securely
- K7 the purpose of confidentiality and data protection

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Additional Information

Skills

1. checking
2. keyboarding skills
3. listening
4. managing time
5. questioning
6. using technology

Links to other NOS

Document Production; IT; Health, Safety and Security of People, Premises and Property

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Developed by Skills CFA

Version number 2

Date approved January 2013

Indicative review date December 2016

Validity Current

Status Original

Originating organisation Skills CFA

Original URN CFABAA213

Relevant occupations Business, Administration and Law; Administration; Administration and Secretarial Occupations

Suite Business and Administration (2013)

Key words Business; administration; notes