



OCR Level 2 Diploma in Text Processing (Business Professional) (QCF)

Qualification summary

The Level 2 Diploma in Text Processing (Business Professional) will be appropriate for those who have sufficient skill, underpinning knowledge and command of English to carry out the production of business documents without supervision.

It is suitable for those who are following programmes of study in administration at Level 2 and for those who are already employed in text processing or broad-spectrum administrative-related job roles and who wish to further develop their knowledge and expertise in this area. The Diploma will also be suitable for those who may wish to gain wider-ranging business skills in addition to their text processing units.

The qualification aims to:

- 1 develop candidates' understanding of a range of business documents and the conventions used in their production and presentation;
- 2 develop candidates' skill in using keyboards and keyboard functions;
- 3 develop candidates' ability to produce quality work with a high degree of accuracy;
- 4 encourage progression by assisting in the development of the skills and knowledge which students will need to undertake further study.

Potential job occupations

- No specific job occupation
- Administrative Assistant/Administrator
- Contact Centre Operator
- Legal Secretary
- Medical Secretary
- Personal Assistant (PA)
- Receptionist
- Secretary