

Keyboarding (8964) Text Production Skills (8971)

Syllabus

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City & Guilds

City & Guilds is a household name – in fact, according to consumer surveys, one in five UK households has one of our qualifications.

We were established 125 years ago to encourage education and training in, and for, the workplace. Today City & Guilds is **the** leading vocational awarding body in the UK, awarding almost 50% of all National Vocational Qualifications. As the only major awarding body solely dedicated to vocational learning, we offer companies worldwide a recognised skills benchmark.

There are more than 8,500 approved City & Guilds centres worldwide offering more than 500 qualifications in almost all sectors – from agriculture to hairdressing and from IT to vehicle maintenance – and awarding over a million certificates every year. We also offer a range of qualifications in essential skills such as numeracy, communication and literacy.

You can choose the level that's right for you and progress as far as you want at a pace that suits you. So whether you are just starting your career, moving up the job ladder or want to get the most from leisure time pursuits, City & Guilds has the ideal qualification to suit your needs.

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Keyboarding (8964)

Introduction

This is a free-standing single subject qualification.

Aim

The aims of the examination are:

- to test the candidate's ability to proof-read continuous copy
- to test the candidate's ability to operate a keyboard efficiently

Target group

This examination is aimed at candidates who are training to be keyboard operators rather than typists. The examination can be taken on any computer keyboard or manual typewriter. Emphasis is placed on efficient use of the supplementary keys in addition to the alphabet keys.

Entry requirements

There are no formal entry requirements, but we recommend that non-native speakers of English have at least Intermediate Level English.

This exam may also be suitable for candidates under 16.

Objectives

Candidates should be able to complete the following:

- 1 Check incorrect copy against copy and circle a given number of errors in three minutes.
- 2 Type for 7 minutes material consisting of 700 strokes (using the standard word count) with the emphasis on the alphabet keys. (There will be a 1 minute break at the end of this question).
- 3 Type for 10 minutes material consisting of 800 strokes, with emphasis on the signs and symbols. (There will be a 1 minute break at the end of this question).
- 4 Type for 10 minutes material consisting of 800 strokes, with the emphasis on the numbers.

The examination

Candidates complete four practical tasks set by our examiners, who also mark the printouts submitted for assessment.

The exam lasts for 30 minutes, excluding any printing time plus two breaks of one minute each.

The four practical tasks are timed separately. Any form of erasing is allowed. Candidates should use the line endings given and should prepare their machines for typing before the start of the examination, setting their margins for a maximum 60 strokes. Where candidates are using machines with a maximum page width of less than 60 characters, lines may be divided as necessary.

If candidates reach the end of the material provided before the time has expired, they should start the exercise again.

Candidates may print only one copy of each task.

A profile will be awarded to all candidates who submit attempts at all four tasks. The profile will indicate the number of errors identified in proof-reading, and speeds and number of errors in the keyboarding exercises.

For full details of the marking scheme, including a list of errors, examiner's recommendations and other useful information please refer to the Keyboarding (8964) Examination Support Guide.

Text Production Skills (8971)

Introduction

This is a free-standing single subject exam, consisting of three input tasks and one proof-reading task. All tasks are set and marked by our examiners.

Aim

The aim of this examination is to test the candidate in a combination of keyboarding accuracy, presentation and rate of production of straightforward material using any type of keyboard.

Target group

Anybody wishing to demonstrate an ability to produce text by means of a keyboard.

Entry requirements

There are no formal entry requirements, but we recommend that:

- Candidates should be familiar with a computer keyboard. 15wpm recommended.
- Non-native speakers of English should have at least Intermediate Level English.

This exam may also be suitable for candidates under 16.

Objectives

Candidates are expected to:

- 1 Produce text effectively from handwritten and typewritten drafts:
 - a piece of informative text
 - a letter related to the text
 - a display item
- 2 Proof-read incorrect text against a correct copy for accuracy and layout.
- 3 Plan and organise the work within the time constraint.
- 4 Plan the layout of material.
- 5 Respond to written instructions.
- 6 Proof-read and correct all text produced.

The examination

The exam lasts for one hour plus five minutes' reading time. Note-making during reading time is allowed. The candidates complete three tasks containing 225-230 words in total and a proof-reading task of 100 words. A minimum copying speed of 15wpm is recommended. Production rate is 5wpm.

Assessment is based on accuracy, presentation and rate of production.

For full details of the marking scheme, an example of a worked paper, examiner's recommendations and other useful information please refer to the Keyboarding (8964) Examination Guide.

Health and safety

Tutors and candidates must observe all health and safety regulations according to current legislation and welfare requirements.

Useful publications

Tutors should refer to the following publications, which can be ordered from us or downloaded from our website.

- Recommended Reading List (free)
- Support Materials Catalogue (free)
- Marketing literature for this award (free)
- Sample examination paper (free)
- Examination Support Guide for this award.
This guide includes the following:
 - Details of assessment/marketing criteria/grades
 - Text Production Skills
 - Worked example of assessment
 - Instructions for specialist teachers
 - Chief examiners reports, including tips and recommendations to trainers and candidates

Contact details and websites

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