



Australian Government

Assessment Requirements for BSBADM301

Produce texts from shorthand notes

Release: 1

Assessment Requirements for BSBADM301 Produce texts from shorthand notes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- record accurate shorthand notes at a minimum speed of 60 words per minute
- produce accurate documents according to organisational and task requirements within timelines and with at least 98% accuracy.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe organisational requirements for production of documents
- outline how symbols are used in shorthand languages.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the general administration field of work and include access to:

- office equipment and resources
- shorthand manuals
- English and shorthand dictionaries
- examples of audio sources for transcription and note taking.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>