



Australian Government

Assessment Requirements for BSBADM302

Produce texts from notes

Release: 1

Assessment Requirements for BSBADM302 Produce texts from 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:

- take accurate notes from oral and printed sources according to task requirements
- produce accurate texts from notes that meet workplace requirements and predetermined timelines.

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 methods and techniques for taking notes from oral sources and written sources
- describe organisational requirements for production of documents
- describe the requirements of an organisational style guide.

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
- 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>