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BSBADM302 Produce texts from notes

Release: 1

BSBADM302 Produce texts from notes

Modification History

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

Application

This unit describes the skills and knowledge required to take notes from oral or printed sources to produce accurate text.

It applies to individuals employed in a range of work environments who produce notes and texts from oral and printed sources. They may work as individuals providing administrative support within an enterprise, or they may be responsible for the production of their own notes and other documentation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Administration – General Administration

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Take notes	1.1 Identify organisational requirements relating to style, presentation and storage of documents prior to commencing the task
	1.2 Clarify the purpose and requirements of the text with author/speaker
	1.3 Record notes with the required degree of accuracy from appropriate sources
	1.4 Clarify meaning and spelling of names or technical terms to ensure accuracy of the notes
	1.5 Self-check notes for accuracy

ELEMENT	PERFORMANCE CRITERIA
2 Transcribe notes	2.1 Produce text from notes to the required degree of accuracy and to reflect the meaning intended by the author/speaker 2.2 Produce text within designated time lines
3 Edit and revise text	3.1 Self-check final text for accuracy and grammar, and ensure syntax is appropriate for the intended purpose and audience of the text 3.2 Revise, format, name, store and print text in accordance with organisational and task requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.3-1.5, 2.1, 3.1, 3.2	• Interprets textual information to establish job requirements • Proofreads own work to ensure language elements meet audience and organisational expectations
Writing	1.3-1.5, 2.1, 2.2, 3.1, 3.2	• Prepares a range of texts using appropriate language and structure to communicate relevant information effectively • Edits and corrects own work to ensure accuracy and consistency
Oral Communication	1.2, 1.3, 1.4	• Uses listening skills to confirm understanding of requirements • Participates in verbal exchanges using appropriate tone and language
Numeracy	2.2	• Uses basic arithmetic to ensure work is completed according to workplace deadlines
Navigate the world of work	1.1, 3.2	• Takes some personal responsibility for adherence to organisational procedures and protocols
Get the work done	1.1, 3.2	• Plans a range of routine tasks accepting goals and aiming to achieve them according to predetermined deadlines • Takes responsibility for routine low-impact decisions within familiar situations

		• Uses familiar digital systems and tools to access, organise and display information

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Appropriate sources must include:	• Oral sources • Written sources

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBADM302 Produce texts from notes	BSBADM302B Produce texts from notes	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10