



Australian Government

Assessment Requirements for BSBADM303

Produce texts from audio transcription

Release: 1

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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:

- complete the accurate transcription of data
- produce accurate texts from audio sources that meet workplace requirements according to 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 the various formats and styles of workplace documents
- identify relevant organisational policy and procedures requirements
- outline various types of audio transcriptions.

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:

- workplace reference materials such as style guides
- audio-source equipment such as hand-held devices, tape recorders and audio-tapes, dictaphone equipment
- computer equipment including word processing software
- a dictionary.

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>