



**Australian Government**

# **BSBADM303 Produce texts from audio transcription**

**Release: 1**

## BSBADM303 Produce texts from audio transcription

### 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 transcribe from an audio source using keyboarding techniques to produce accurate texts.

It applies to individuals employed in a range of work environments and who may be required to provide administrative support within an enterprise and be responsible for their own output.

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
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Prepare for audio transcription	1.1 Identify organisational requirements relating to style, presentation and storage of texts prior to commencing the task 1.2 Clarify purpose and requirements of the text with the author or supervisor
2 Transcribe from an audio source	2.1 Produce text using keyboarding techniques from an audio transcription with the required accuracy 2.2 Predict the meaning of any unclear speech from the context, or clarify with authors 2.3 Ensure text developed from the audio transcription conveys intended meaning 2.4 Clarify the spelling of names or any technical terms and

ELEMENT	PERFORMANCE CRITERIA
	punctuation to ensure accuracy and clarity of the text 2.5 Produce draft text within designated timelines 2.6 Self-check draft text for accuracy
3 Edit and revise text	3.1 Circulate draft for checking in line with requirements of the organisation or originator of the audio transcription 3.2 Incorporate any amendments and self-check final text for accuracy, grammar and appropriateness for intended purpose and audience 3.3 Format, name, store, print and distribute final 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, 2.1, 2.3, 2.4, 2.6, 3.3	<ul style="list-style-type: none"> <li>Comprehends instructions in organisational and other familiar texts</li> <li>Proofreads own work to ensure language and structure accurately meets audience and organisational expectations</li> </ul>
Writing	2.1-2.6, 3.2, 3.3	<ul style="list-style-type: none"> <li>Produces texts in required formats using appropriate grammatical forms and vocabulary to convey meaning</li> <li>Edits and corrects own work to ensure accuracy and consistency</li> </ul>
Oral Communication	1.2, 2.1-2.4	<ul style="list-style-type: none"> <li>Uses questioning and listening in verbal exchanges to clarify understanding of task</li> <li>Recognises the way structure, intonation and vocabulary may change according to the purpose of the oral text</li> </ul>
Numeracy	2.5	<ul style="list-style-type: none"> <li>Interprets mathematical information related to timeframes</li> </ul>
Navigate the world of work	1.1, 3.1, 3.3	<ul style="list-style-type: none"> <li>Takes some personal responsibility for adherence to organisational procedures and protocols</li> </ul>
Interact with	3.1	<ul style="list-style-type: none"> <li>Selects the appropriate form, channel and mode of</li> </ul>

others		communication for a specific purpose relevant to own role
Get the work done	1.1, 2.1, 2.5, 3.1, 3.3	<ul style="list-style-type: none"> <li>Plans a range of routine tasks accepting goals and aiming to achieve them according to predetermined deadlines</li> <li>Follows routine procedures for using digital technology to enter, store and retrieve information directly relevant to role</li> <li>Takes responsibility for routine low-impact decisions within familiar situations</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBADM303 Produce texts from audio transcription	BSBADM303B Produce texts from audio transcription	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>