



**Australian Government**

**Assessment Requirements for BSBADM411  
Produce complex texts from audio  
transcription**

**Release: 1**

# Assessment Requirements for BSBADM411 Produce complex texts from audio transcription

## 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:

- consider the purpose of the transcript according to client and organisational requirements
- complete the accurate transcription of data demonstrating the required transcribing speed and accuracy
- produce accurate text that meets identified purpose and requirements.

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 complex documents from audio recordings
- identify advanced word processing software functions
- describe basic transcription techniques and principles
- list the key provisions of relevant legislation
- describe specialist terminology used for relevant industries.

## 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
- tape recorder including audio-tapes
- transcribers or dictaphones for analogue tapes and computer hardware for operating digital audio software

- computer equipment including word processing software.

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>