



Australian Government

BSBSS00045 Legal Transcription Skill Set

Release 3

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Modification History

Release	Comments
Release 3	This version first released with BSB Business Services Training Package Version 3.0. Version created to update codes and titles in unit list.
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to update Pathways.
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Description

This skill set is for individuals providing transcription services to the legal industry.

Pathways Information

These units provide credit towards a number of qualifications including the BSB40215 Certificate IV in Business and the BSB40515 Certificate IV in Business Administration.

Licensing/Regulatory Information

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

Skill Set Requirements

BSBADM411 Produce complex texts from audio transcription

BSBITU307 Develop keyboarding speed and accuracy

BSBLEG305 Use legal terminology in order to carry out tasks

BSBRES411 Analyse and present research information

BSBWRT401 Write complex documents

Target Group

Legal administration staff

Suggested words for Statement of Attainment

These competencies from the BSB Business Services Training Package meet the industry requirements for a legal transcription typist.