



Australian Government

Department of Education, Employment and Workplace Relations

BSBADM303B Produce texts from audio transcription

Revision Number: 1

BSBADM303B Produce texts from audio transcription

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to transcribe from an audio source using keyboarding techniques and to produce accurate texts.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to individuals employed in a range of work environments who produce texts from audio sources using keyboarding techniques. They may work as individuals who provide administrative support within an enterprise and may be responsible for their own output.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for audio transcription	<p>1.1. Prior to commencing the task, identify organisational requirements relating to style, presentation and storage of texts</p> <p>1.2. Clarify <i>purpose and requirements of the text</i> with author or supervisor</p>
2. Transcribe from an audio source	<p>2.1. Produce text using keyboarding techniques from an <i>audio transcription</i> with the <i>required accuracy</i></p> <p>2.2. Predict the meaning of any unclear speech from the context, or clarify with authors</p> <p>2.3. Ensure text developed from the audio transcription conveys intended meaning</p> <p>2.4. Clarify the spelling of names or any technical terms and punctuation to ensure accuracy and clarity of the text</p> <p>2.5. Produce draft text within <i>designated time lines</i></p> <p>2.6. <i>Self-check</i> draft text for accuracy</p>
3. Edit and revise text	<p>3.1. Circulate draft for checking in line with requirements of the organisation or originator of the audio transcription</p> <p>3.2. Incorporate any amendments and self-check final text for accuracy, grammar and appropriateness for intended purpose and audience</p> <p>3.3. Format, name, store, print and distribute final text in accordance with <i>organisational and task requirements</i></p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to clarify intended meaning, to predict words from context, and to interpret intonation and stress
- listening skills to identify different speakers from their voices
- literacy skills to:
 - read and understand organisational procedures
 - produce a range of documents
 - proofread and edit work for accuracy against original.

Required knowledge

- key provisions of relevant legislation from all forms of government, standards and codes that may affect aspects of business operations, such as:
 - anti-discrimination legislation
 - ethical principles
 - codes of practice
 - privacy laws
 - occupational health and safety
- formats and styles of workplace documents
- organisational policy and procedures requirements
- types of audio transcriptions.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- producing accurate final documents transcribed from audio sources.

Context of and specific resources for assessment

Assessment must ensure:

- access to office equipment and resources, such as:
- 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
- dictionary.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- review of authenticated documents from the workplace or training environment
- demonstration of techniques.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- BSBWRT301A Write simple documents
- other administration units.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Purpose and requirements of the text</i> may include:	<ul style="list-style-type: none"> • agenda • formal or informal letters • memo • minutes • report • verbatim record of dictation • verbatim record of meeting
<i>Audio transcription</i> may include:	<ul style="list-style-type: none"> • electronic audio files, for example MP3 files, podcasts, hand held device including personal digital assistants (PDAs) • audio-tape • dictation machine or dictaphone • micro-cassette
<i>Required accuracy</i> may include:	<ul style="list-style-type: none"> • capturing the intended meaning of the dictation • correct grammar • correct spelling • correct use of technical vocabulary • intended meaning
<i>Designated time lines</i> may include:	<ul style="list-style-type: none"> • organisational time line e.g. minutes of meeting or agenda • time line agreed with supervisor or the person requiring text
<i>Self-checking</i> may include:	<ul style="list-style-type: none"> • checking and incorporating any amendments suggested by others • checking for readability and flow • checking grammar • checking that the intended meaning is captured • checking spelling
<i>Organisational and task requirements</i> may include:	<ul style="list-style-type: none"> • instructions of the author of the audio transcription, or supervisor • organisational policies and procedures

RANGE STATEMENT

	<ul style="list-style-type: none">• filing and recordkeeping conventions• correct number of copies• organisational format or style guide
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Unit Sector(s)

Unit sector	
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Competency field

Competency field	Administration - General Administration
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Co-requisite units

Co-requisite units		