



Australian Government

BSBSS00013 Legal Transcription Skill Set

Release: 1

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Modification History

Not applicable.

Description

Not applicable.

Pathways Information

Pathway	These units provide credit towards a number of qualifications including the BSB40207 Certificate IV in Business and the BSB40507 Certificate IV in Business Administration.
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Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Units	BSBADM411A	Produce complex texts from audio transcription
	BSBITU307A	Develop keyboarding speed and accuracy
	BSBLEG305A	Use legal terminology in order to carry out tasks
	BSBRES401A	Analyse and present research information
	BSBWRT401A	Write complex documents

Target Group

Target Group	This skill set is for individuals providing transcription services to the legal industry.
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Suggested words for Statement of Attainment

Suggested form of words for Statement of Attainment	These competencies from the BSB07 Business Services Training Package meet the industry requirements for a legal transcription typist.
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