



Australian Government

BSBADM301 Produce texts from shorthand notes

Release: 1

BSBADM301 Produce texts from shorthand notes

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 take shorthand from a dictation source at 60 words (or more) per minute, in accordance with the current Australian Standard for shorthand speed, and to produce an accurate text from the notes.

It applies to individuals employed in a range of work environments who produce notes and texts from oral or printed sources using shorthand techniques. They may work as individuals providing administrative support within an enterprise, or they may be responsible for the production of their own notes and other documentation.

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 Take dictation using shorthand	1.1 Identify organisational and task requirements relating to style, presentation and storage of documents prior to commencing the task 1.2 Clarify purpose and requirements of text with the author/speaker 1.3 Record shorthand notes from a dictation source at a minimum speed of 60 words per minute 1.4 Clarify meaning and spelling of unusual names or terms to ensure accuracy of the notes

ELEMENT	PERFORMANCE CRITERIA
	1.5 Self-check shorthand notes for accuracy
2 Transcribe shorthand notes	2.1 Produce text from shorthand notes to at least 98% accuracy 2.2 Produce text within designated time lines
3 Edit and revise text	3.1 Self-check final text for accuracy, spelling, grammar, punctuation and formatting 3.2 Revise, format, print, name and store 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, 1.4, 1.5, 2.1, 2.2, 3.1, 3.2	- Identifies and interprets information from organisational policies and procedures - Comprehends texts incorporating symbols - Proofreads own notes against originals to check for accuracy
Writing	1.3, 1.4, 2.1, 2.2, 3.2	- Prepares texts from notes using appropriate structure and style - Edits own work to ensure accuracy
Oral Communication	1.2, 1.3, 1.4	- Listens for relevant information and asks questions to confirm job requirements - Participates in spoken exchanges using structure and language to suit the audience
Numeracy	1.3, 2.1, 2.2	Performs calculations required to measure output against timeframes
Navigate the world of work	1.1, 3.2	Takes some personal responsibility for adherence to organisational procedures
Get the work done	1.1, 3.2	- Plans a range of routine tasks, accepting goals and delivering work according to predetermined deadlines - Takes responsibility for routine low-impact decisions within familiar situations - Uses familiar digital systems and tools to access, organise, analyse and display information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBADM301 Produce texts from shorthand notes	BSBADM301B Produce texts from shorthand notes	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>

Assessment Requirements for BSBADM301 Produce texts from shorthand notes

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Performance Evidence

Evidence of the ability to:

- record accurate shorthand notes at a minimum speed of 60 words per minute
- produce accurate documents according to organisational and task requirements within timelines and with at least 98% accuracy.

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 documents
- outline how symbols are used in shorthand languages.

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:

- office equipment and resources
- shorthand manuals
- English and shorthand dictionaries
- examples of audio sources for transcription and note taking.

Assessors must satisfy NVR/AQTF assessor requirements.

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