



Australian Government

BSBADM303 Produce texts from audio transcription

Release: 1

BSBADM303 Produce texts from audio transcription

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 transcribe from an audio source using keyboarding techniques to produce accurate texts.

It applies to individuals employed in a range of work environments and who may be required to provide administrative support within an enterprise and be responsible for their own output.

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 Prepare for audio transcription	1.1 Identify organisational requirements relating to style, presentation and storage of texts prior to commencing the task 1.2 Clarify purpose and requirements of the text with the author or supervisor
2 Transcribe from an audio source	2.1 Produce text using keyboarding techniques from an audio transcription with the required accuracy 2.2 Predict the meaning of any unclear speech from the context, or clarify with authors 2.3 Ensure text developed from the audio transcription conveys intended meaning 2.4 Clarify the spelling of names or any technical terms and

ELEMENT	PERFORMANCE CRITERIA
	punctuation to ensure accuracy and clarity of the text 2.5 Produce draft text within designated timelines 2.6 Self-check draft text for accuracy
3 Edit and revise text	3.1 Circulate draft for checking in line with requirements of the organisation or originator of the audio transcription 3.2 Incorporate any amendments and self-check final text for accuracy, grammar and appropriateness for intended purpose and audience 3.3 Format, name, store, print and distribute final 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, 2.1, 2.3, 2.4, 2.6, 3.3	- Comprehends instructions in organisational and other familiar texts - Proofreads own work to ensure language and structure accurately meets audience and organisational expectations
Writing	2.1-2.6, 3.2, 3.3	- Produces texts in required formats using appropriate grammatical forms and vocabulary to convey meaning - Edits and corrects own work to ensure accuracy and consistency
Oral Communication	1.2, 2.1-2.4	- Uses questioning and listening in verbal exchanges to clarify understanding of task - Recognises the way structure, intonation and vocabulary may change according to the purpose of the oral text
Numeracy	2.5	Interprets mathematical information related to timeframes
Navigate the world of work	1.1, 3.1, 3.3	Takes some personal responsibility for adherence to organisational procedures and protocols
Interact with	3.1	Selects the appropriate form, channel and mode of

others		communication for a specific purpose relevant to own role
Get the work done	1.1, 2.1, 2.5, 3.1, 3.3	- Plans a range of routine tasks accepting goals and aiming to achieve them according to predetermined deadlines - Follows routine procedures for using digital technology to enter, store and retrieve information directly relevant to role - Takes responsibility for routine low-impact decisions within familiar situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBADM303 Produce texts from audio transcription	BSBADM303B Produce texts from audio transcription	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 BSBADM303 Produce texts from audio transcription

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Performance Evidence

Evidence of the ability to:

- complete the accurate transcription of data
- produce accurate texts from audio sources that meet workplace requirements according to predetermined timelines.

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 the various formats and styles of workplace documents
- identify relevant organisational policy and procedures requirements
- outline various types of audio transcriptions.

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
- audio-source equipment such as hand-held devices, tape recorders and audio-tapes, dictaphone equipment
- computer equipment including word processing software
- a dictionary.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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