



Australian Government

Assessment Requirements for BSBADM401 Produce complex texts from shorthand notes

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- take shorthand notes from dictation at a minimum speed of 80 words per minute and at 98% accuracy or above
- complete the accurate transcription of data
- produce complex texts from notes that meet workplace requirements according to predetermined timelines
- ensure final text accurately reflects all organisational and task requirements.

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 functions and application of appropriate hardware and software
- describe organisational requirements for the production of documents
- summarise 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
- samples of audio sources for transcription and note-taking
- an English and a shorthand dictionary.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>