



Australian Government

BSBADM401 Produce complex texts from shorthand notes

Release: 1

BSBADM401 Produce complex 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 accurate shorthand notes at a minimum speed of 80 words per minute from a variety of sources, including dictation and multiple speakers, and to produce complex texts from shorthand notes.

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 the production of their own notes.

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 for the style, presentation and storage of documents prior to commencing the task 1.2 Clarify purpose and requirements of required text with the author/speaker 1.3 Record shorthand notes from a dictation source at a minimum speed of 80 words per minute, including using sophisticated abbreviations 1.4 Clarify meaning and spelling of names and technical terms to ensure accuracy of notes

ELEMENT	PERFORMANCE CRITERIA
	1.5 Self-check shorthand notes for accuracy
2 Produce complex texts	2.1 Transcribe shorthand notes and produce complex texts to the required degree of accuracy 2.2 Ensure texts contain inserted information, objects and formatting as directed by the dictated source, that reflect the intended meaning 2.3 Produce text within designated timelines
3 Edit and revise texts	3.1 Self-check final text for accuracy 3.2 Revise, format, print, name and distribute or 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 to ensure linguistic elements accurately meet audience and organisational expectations
Writing	1.3, 2.1, 2.3, 3.2	- Prepares texts from notes using appropriate structure, accurate spelling, grammar and punctuation - Edits and corrects own work to ensure accuracy
Oral Communication	1.2-1.4, 2.2	- Listens for relevant information and asks questions to confirm task requirements - Recognises structure and tone may change according to the purpose
Numeracy	1.3, 2.3	Performs calculations required to measure output against timeframes
Navigate the world of work	1.1, 3.2	Takes personal responsibility for adherence to organisational procedures and protocols
Get the work	1.1, 2.2, 2.3, 3.2	Plans a range of routine tasks accepting goals and aiming to achieve them within allocated timeframes

done		Understands the purposes, specific functions and key features of common digital systems and tools and operates them effectively to complete routine tasks
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBADM401 Produce complex texts from shorthand notes	BSBADM401B Produce complex 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 BSBADM401 Produce complex texts from shorthand notes

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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

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