

# Unit 324 Prepare text from recorded audio instruction

## Unit Summary

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Transcribe accurate and correct text in an agreed format from an audio recording.

## Skills

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You will apply the following skills:

- Questioning
- Listening
- Reading
- Writing
- Using technology
- Checking
- Managing time

## Performance indicators

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You will:

1. Agree the purpose, format, quality standards and deadlines for the transcription
2. Input the text from the audio recording at a minimum speed of 60 words per minute
3. Format the text, making efficient use of the technology available
4. Check content for accuracy, editing and correcting as necessary
5. Seek clarification when necessary
6. Store the text and the original recording safely and securely in approved locations
7. Present the text in the required format within agreed deadlines and quality standards

## Knowledge

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You will know:

1. The different types of documents that you may be asked to produce from audio recordings and the formats they should follow
2. Why it is important to agree the purpose, format and deadline for the text
3. How to check for accuracy and correctness – including spelling and grammar – and why this is important
4. Why it is important to store text safely and securely and how to do so
5. The importance of confidentiality and data protection

6. The different formats in which the text may be presented
7. Why it is important to meet quality standards and deadlines
8. The different types of technology available for playing back recordings, inputting, formatting and editing text and their main features

## Evidence Requirements

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This section is aimed at the assessor and sets out the evidence requirements for this unit.

1. Evidence for this unit is generated when your candidate is carrying out real work in a private sector organisation, not-for-profit organisation or public service organisation whether full-time or part-time, paid or voluntary.
2. A Realistic Working Environment or Simulation is not allowed for this unit.
3. Evidence must show that your candidate has consistently met the standard over a sufficient period of time for you to consider the candidate competent.
4. You may use the following assessment methods when assessing this unit:

Performance evidence	Observation	Yes
	Examination of work products	Yes
Supplementary evidence	Witness testimony	Optional
	Questions *	Yes

\* This includes verbal and written questioning, questionnaires, work based tasks, reflective accounts, case studies, professional discussion and feedback reports.

5. Your candidate needs to show that they:

**Prepare to produce text.** Evidence may include:

- Audio tape

**Produce text.** Evidence may include:-

- Audio notes transcribed at 60 words per minute
- Audio tape
- Minutes of meetings
- Letters
- Reports
- Memos
- Emails

**Check text.** Evidence may include:

- Second drafts
- Final documents
- Using spell check, grammar check and track changes

\* To test accurate speeds the candidate needs to transcribe 300 words accurately in five minutes. Maximum error rate including punctuation and mistakes = 5.

## 6. Contingencies

Performance Indicator 4	If no corrections are necessary during the assessment period, professional discussion or dedicated tasks may be used to confirm competence.
Performance Indicator 5	If no clarification is necessary during the assessment period professional discussion or dedicated tasks may be used to confirm competence.

## 7. Evidence generated for this unit may contribute towards Unit 301:

- Communicate information
- Plan and be accountable for your work
- Improve your own performance
- Behave in a way that supports effective working

and Unit 302

- Work to achieve your organisation's purpose and values
- Support sustainability
- Maintain security and confidentiality