

324 Prepare text from recorded audio instructions

Summary

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

You will apply the following skills:

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

Performance Indicators

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

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