CFABAD312a SQA Unit Code FD9V 04
Prepare text from recorded audio instruction (40 wpm)

Overview

This standard is about transcribing accurate and correct text in an agreed format from an audio recording at a minimum speed of 40 words per minute (wpm). It includes checking the content for accuracy, editing and correcting text as necessary and storing both the text and the original recording safely and securely. It is for administrators who prepare text from recorded audio instruction.

Performance criteria

You must be able to:

P1   agree the purpose, format, quality standards and deadlines for the transcription

P2   input the text from the audio recording to a minimum speed of 40 words per minute

P3   format the text, making efficient use of available technology

P4   check content for accuracy, editing and correcting the text

P5   clarify text requirements when necessary

P6   store the text and the original recording safely and securely in approved locations

P7   present the text in the required format within agreed deadlines and quality standards

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Knowledge and understanding

You need to know and understand:

K1 the different types of documents that may be produced from audio recordings and the formats they should follow

K2 the benefits of agreeing the purpose, format and deadline for the text

K3 how to check for accuracy and correctness – including spelling, grammar and punctuation– and the purpose for doing this

K4 how to store text safely and securely

K5 the purpose of confidentiality and data protection

K6 the different formats in which the text may be presented

K7 the different types of technology available for playing back recordings and their main features

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Additional Information

Skills
1. checking
2. listening
3. managing time
4. questioning
5. using technology

Links to other NOS   Document Production; IT; Health, Safety and Security of People, Premises and Property

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