Overview

This standard is about presenting accurate and correct text in an agreed format from notes. It includes checking the content for accuracy, editing and correcting text as necessary and storing both the text and the original notes safely and securely. It is for administrators who prepare text from notes.

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Prepare text from notes

Performance criteria

You must be able to:

P1 agree the purpose, format and deadlines for the transcription

P2 input the text using keyboarding skills

P3 format the text, making efficient use of available technology

P4 check content for accuracy, editing and correcting text

P5 clarify text requirements when necessary

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

P7 present the text in the required format within agreed deadlines

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Knowledge and understanding

You need to know and understand:

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

K2 the difference between producing text from own notes and producing text from others' notes

K3 the benefits of agreeing the purpose, format and deadline for the text

K4 the purpose of accuracy when preparing text

K5 how to check for accuracy and correctness – including spelling, grammar and punctuation – and the purpose of doing this

K6 how to store text safely and securely

K7 the purpose of confidentiality and data protection

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Additional Information

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

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

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