S314: Prepare text from recorded audio instruction (60 wpm)

Overview: Transcribe accurate and correct text in an agreed format from an audio recording, at a minimum speed of 60 words per minute.

Links: Document Production; IT; Health, Safety and Security of People, Premises and Property

Specific skills:
- Checking
- Listening
- Managing time
- Questioning
- Using technology

Performance Indicators	Knowledge & Understanding
1. Agree the purpose, format and deadlines for the transcription	A. The different types of documents that may be produced from audio recordings and the formats they should follow
2. Input the text from the audio recording at a minimum speed of 60 words per minute	B. The benefits of agreeing the purpose, format and deadline for the text
3. Format the text, making efficient use of available technology	C. How to check for accuracy and correctness – including spelling, grammar and punctuation– and the purpose of doing this
4. Check content for accuracy, editing and correcting the text	D. The purpose of storing text safely and securely and how to do so
5. Clarify text requirements when necessary	E. The purpose of confidentiality and data protection
6. Store the text and the original recording safely and securely in approved locations	F. The purpose and benefits of meeting deadlines
7. Present the text in the required format within agreed deadlines	G. The different types of technology available for playing back recordings and their main features