

## CFABAD312b

### Prepare text from recorded audio instruction (60 wpm)



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#### Overview

This standard is about transcribing accurate and correct text in an agreed format from an audio recording at a minimum speed of 60 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.

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### 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 at a minimum speed of 60 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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**Relevant occupations** Business, Administration and Law; Administration; Administration and Secretarial Occupations

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**Key words** Business; administration; audio; touch typing