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## Overview

This unit describes how to prepare for **Speech to Text Reporting** assignments. You must be able to establish the nature of the assignment and assess whether you have the right skills to conduct the assignment. You must be able to identify and prepare for any specific requirements of the assignment or the domain in which it takes place. You must be able to use a range of information sources to prepare for assignments and must plan for any use of equipment. You must be fully aware of the role of the **Speech to Text Reporter** and its **principles of professional practice**.

The unit is for people who have language skills equivalent (but not necessarily accredited) to level 5 of the UK Occupational Language Standards and **Speech to Text Reporting** skills and who would like to develop or gain accreditation for the skills needed to work as a professional **Speech to Text Reporter**.

**Performance  
criteria**

*You must be able to:*

- P1 Identify the subject matter and purpose of the assignment
- P2 Identify and decline any assignment that is beyond your competence
- P3 Negotiate and agree **contract details**
- P4 Request a briefing session and sight of documents to be used in advance of the assignment
- P5 Explain the **principles of professional practice** if unethical demands are made on you
- P6 Plan appropriately so that you will be able to deal with the type and complexity of the assignment
- P7 Prepare for any **domain-specific** requirements
- P8 Take into account any **special requirements**
- P9 Identify the likely requirements and expectations of your **client** and **service user(s)**
- P10 Use relevant **sources of information** to prepare for the assignment
- P11 Compile and maintain a **dictionary of terminology**
- P12 Ensure that your **dictionary of terminology** is updated with any names or vocabulary that feature in any preparatory materials supplied in advance

## Knowledge and understanding

*You need to know and understand:*

- K1 The language in which you are reporting at a level equivalent (but not necessarily accredited) to level 5 of the UK Occupational Language Standards
- K2 Techniques to anticipate the type and the degree of difficulty of the assignment, and the **client's** and **service users'** needs
- K3 The role of the **Speech to Text Reporter** and the **principles of professional practice**
- K4 How to negotiate **contract details** and agree terms
- K5 Techniques to research and verify general and **domain-specific** terminology
- K6 Techniques to compile and maintain **dictionaries of terminology**
- K7 Sources of information **to assist with assignments**

## **Additional Information**

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### **Scope/range**

#### **Level of language**

- a. equivalent to level 5 of the UK Occupational Language Standards

#### **Contract details**

- a. location
- b. equipment
- c. timescales
- d. price
- e. professional indemnity insurance (where required)
- f. third party insurance (where required)
- g. payment

#### **Principles of professional practice**

- a. disclose any information, including conflicts of interest, that may make you unsuitable for an assignment
- b. be impartial, maintain integrity and professionalism
- c. treat all information you receive in the course of your duties as confidential, unless required to disclose by law
- d. respect the ethics and the working practices of other professions

#### **Domain**

- a. employment
- b. education
- c. health
- d. legal
- e. local Government

#### **Special requirements**

- a. technology or equipment installed or required
- b. the positioning of the service user(s) and yourself
- c. **remote delivery** of Speech to Text Reporting services
- d. roles of other communication professionals
- e. specific requirements of any deafblind people present
- f. culturally specific issues

#### **Sources of information**

- a. internet
- b. leaflets
- c. video
- d. glossaries
- e. technical journals
- f. dictionaries

**Scope/range  
related to  
performance  
criteria**

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### Values

Speech to Text Reporters provide a service for deaf, deafened and/or deafblind individuals and should act in such a way as to support the access rights and needs of those individuals during service delivery.

### Behaviours

Speech to Text Reporters should demonstrate deaf awareness when preparing for assignments. They should be aware of their own skills. They should adhere to the principles of professional practice relevant to Speech to Text Reporters.

### Skills

Assess content and context of assignment  
Identify information sources required to prepare for assignments  
Compile and maintain electronic dictionaries  
Plan for any use of equipment  
Techniques and skills required for Speech to Text Reporting  
Level 5 equivalent in the reporting language

### Glossary

**Client** - the person or organisation that employs a Speech to Text Reporter. This may be, but does not have to be, the same person as the service user. See also 'service user'.

**Dictionary of terminology** – a list of words and their meanings. Speech to Text Reporters may develop specific dictionaries for different domains or individual clients.

**Domain** – the field or area in which you provide Speech to Text Reporting services e.g. legal, health, local government or employment. It normally takes time and research to acquire in-depth domain knowledge.

**Principles of professional practice** – the principles of professional practice summarise the common essentials of good practice in Speech to Text Reporting. They are distilled from the codes of good practice of professional/registration bodies i.e. AVSTTR, BIVR, NRCPD.

**Remote delivery** – when the Speech to Text Reporter provides services remotely, from a separate location, using teleconferencing or videoconferencing equipment.

**Service user(s)** – the person(s) who use(s) Speech to Text Reporting services in order to participate in a meeting or presentation.

**Speech to Text Reporter** - the individual who delivers a verbatim computer-aided transcription which enables people with a hearing loss to participate fully in communications during legal proceedings, meetings, consultations or discussions.

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## CFASTTR1

### Prepare for Speech to Text Reporting Assignments

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#### Links to other NOS

UK Occupational Language Standards  
BI2 Undertake freelance work  
SAS1-7 Self Administration Standards

#### External Links

[www.bivr.org.uk/about-bivr/code-of-ethics](http://www.bivr.org.uk/about-bivr/code-of-ethics) ; [www.avsttr.org.uk](http://www.avsttr.org.uk) [standards of service]; [www.nrcpd.org.uk](http://www.nrcpd.org.uk) ; UK Occupational Language Standards at a glance guide to levels



# CFASTTR1

## Prepare for Speech to Text Reporting Assignments

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**Original URN** CFASTTR1

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**Relevant occupations** Speech to Text reporter; court reporter

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**Suite** Speech to Text reporting

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**Key words** Speech to text; speech; text; deaf; communication support; transcription; shorthand; reporting