
Overview

This unit describes how to develop your performance as a **Speech to Text Reporter**. Professional development is a requirement for registration as a **Speech to Text Reporter**. This unit describes the skills and knowledge a **Speech to Text Reporter** needs to enable them to carry out the necessary professional development.

You must be able to review your assignments and evaluate your performance and preparation. You must be able to identify your strengths and areas for development. You must be able to create a personal development plan to maintain and develop your skills.

The unit is for individuals who have language skills equivalent (but not necessarily accredited) to level 5 on 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**.

There are two elements in this unit:

- Evaluate your performance as a Speech to Text Reporter
- Plan and implement professional development

**Performance
criteria**

You must be able to:

Evaluate your performance as a Speech to Text Reporter

- P1 Review your preparation for and delivery of assignments
- P2 Evaluate how well you managed the assignment
- P3 Evaluate the quality of your **output**
- P4 Analyse the strengths and areas for development in your performance as a **Speech to Text Reporter**
- P5 Evaluate feedback from assignments
- P6 Identify ways in which your preparation for assignments could be improved
- P7 Identify areas in which your performance could be improved

**Performance
criteria**

You must be able to:

Plan and implement professional development

- P1 Develop a **professional development** plan
- P2 Set development goals and priorities
- P3 Identify and take relevant opportunities to develop your **Speech to Text Reporting** skills and knowledge
- P4 Set relevant criteria to evaluate your professional development programme
- P5 Regularly monitor and evaluate your **continuing professional development** against the criteria you have set
- P6 Update and revise your plan in the light of the progress you make
- P7 Seek appropriate advice if your progress and achievements do not meet your expectations
- P8 Maintain your knowledge of the **Code of conduct**, regulatory requirements and professional ethics

Knowledge and understanding

You need to know and understand:

Evaluate your performance as a Speech to Text Reporter

- K1 Methods to obtain feedback from **clients** and **users**
- K2 **Concepts** and terminology commonly used to analyse **Speech to Text Reporting** performance
- K3 Methods to review and assess your preparation for assignments
- K4 Methods to review your performance as a **Speech to Text Reporter**
- K5 Methods to review your management of the **Speech to Text Reporting** assignments
- K6 Methods to check that your analysis of strengths and areas for development is accurate and justifiable

Knowledge and understanding

You need to know and understand:

Plan and implement professional development

- K1 Strategies to improve your performance and knowledge
- K2 How to access **professional development** opportunities
- K3 Criteria and techniques to evaluate your development programme
- K4 Requirements for **continuing professional development** from **professional or registration bodies**
- K5 **Sources of information** who can advise you on your development

Additional Information

Scope/range

Professional development

- a. domain-specific knowledge
- b. training courses
- c. use of published materials
- d. self-study
- e. mentoring
- f. reflective journal
- g. work log
- h. reflective practice
- i. observations

Concepts

- a. development of dictionaries
- b. error analysis
- c. analysis of the effectiveness of the performance (in the context and environment of the assignment)

Professional or registration bodies

- a. AVSTTR
- b. BIVR
- c. NRCPD

Sources of information

- a. mentors
- b. peers
- c. clients
- d. users

**Scope/range
related to
performance
criteria**

Professional Development

- a. domain-specific knowledge
- b. training courses
- c. use of published materials
- d. self-study
- e. mentoring
- f. reflective journal
- g. work log
- h. reflective practice
- i. observations

**Scope/range
related to
knowledge and
understanding**

Concepts

- a. development of glossaries,
- b. error analysis
- c. analysis of the effectiveness of the performance (in the context and environment of the assignment)

Professional development

- a. domain-specific knowledge
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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 in all assignments. Speech to Text Reporters should be proactive, analytical about their own performance and maintain their professional knowledge and standards.

Skills

Self-reflection
Seeking feedback
Receiving feedback
Ability to evaluate your own performance
Evaluating delivery and output
Devising a professional development plan

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'.

Code of conduct - the standards refer to codes of conduct for Speech to Text Reporters. For a copy of current codes, please contact the organisations who hold registers for Speech to Text Reporters e.g. AVSTTR, BIVR, NRCPD.

Continuing Professional Development - the means by which members of a profession maintain, improve and broaden their knowledge and skills and develop the personal qualities required by their profession.

Output - the transcript that is produced by the Speech to Text Reporter using the electronic shorthand system.

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.

Service user - 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.

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

CFASTTR4

Develop your performance as a Speech to Text Reporter

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 ; www.avsttr.org.uk [standards of service]; www.nrcpd.org.uk

CFASTTR4

Develop your performance as a Speech to Text Reporter

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Status Original

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Relevant occupations speech to text reporter; court reporter

Suite Speech to Text Reporting

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