



Prepare text from recorded audio instruction

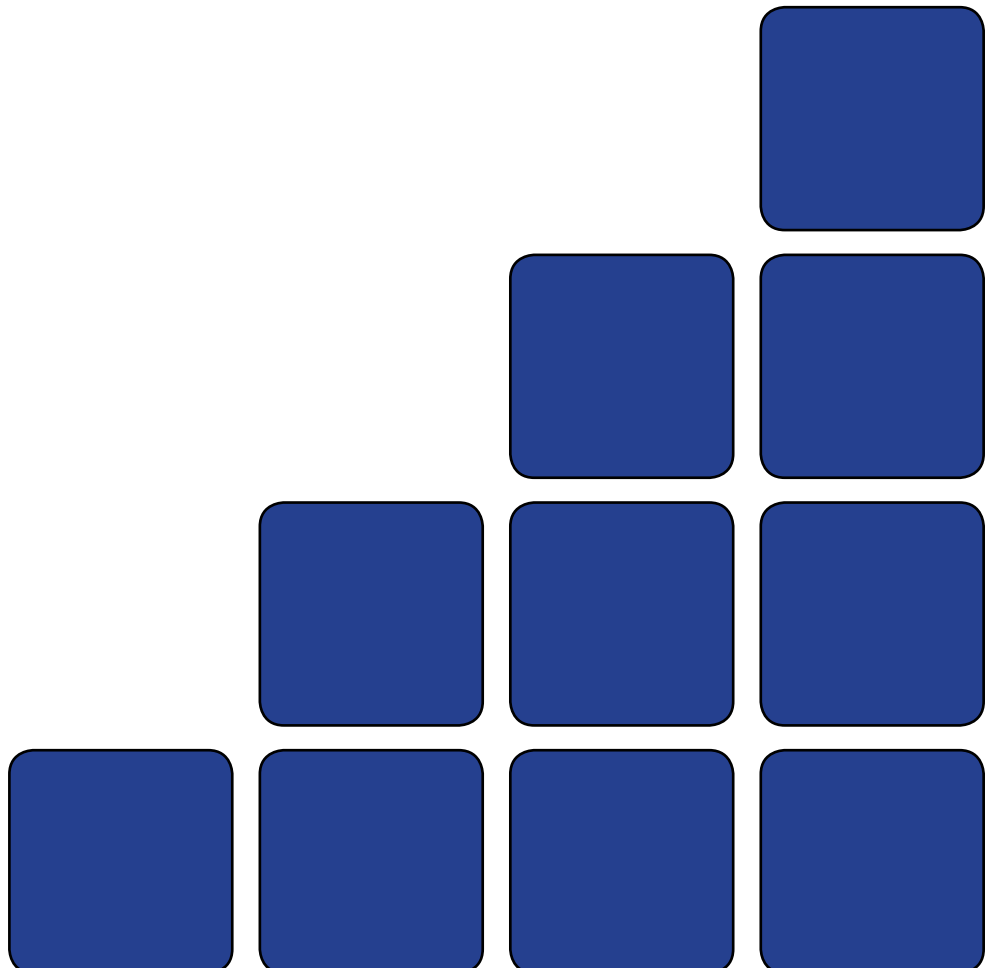
UBU84

T/506/1817

Learner name:

Learner number:

VRQ



UBU84

Prepare text from recorded audio instruction

The aim of this unit is to develop the knowledge, understanding and skills to type text from recorded audio instruction to 60 words per minute. You will learn how to confirm the purpose of the text and how the different speaking styles of those being recorded can affect the outputs. You will also learn how to check the produced text for accuracy and how to correct errors.

Level

2

Credit value

4

GLH

15

Observation(s)

2

External paper(s)

0



Prepare text from recorded audio instruction

Learning outcomes

On completion of this unit you will:

1. Be able to prepare text from recorded notes
2. Understand the preparation of text from recorded notes

Evidence requirements

1. *Environment*
Evidence for this unit may be gathered within the workplace or realistic working environment (RWE).
2. *Simulation*
Simulation is not allowed in this unit.
3. *Observation outcomes*
Competent performance of Observation outcomes must be demonstrated on **at least two occasions**. Assessor observations, witness testimonies and products of work are likely to be the most appropriate sources of performance evidence. Professional discussion may be used as supplementary evidence for those criteria that do not naturally occur.

Assessed observations should not be carried out on the same day for the same learning outcome. There should be sufficient time between assessments for reflection and personal development.

You need to meet the same standard on a regular and consistent basis. Separating the assessments by a period of at least two weeks is recommended as competence must be demonstrated on a consistent and regular basis.

4. *Knowledge outcomes*
There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.
5. *Tutor/Assessor guidance*
Your tutor **must** refer to the '**Skills CFA Assessment Strategy**' when delivering this unit. This can be found on www.vtct.org.uk under the relevant qualification page.

You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.

For guidance on the assessment material for some individual units please refer to the '**Assessment Guidance**'. This can be found on www.vtct.org.uk under the relevant qualification page.
6. *External paper*
There is no external paper requirement for this unit.

Achieving observations

Achieving observation outcomes

Your assessor will observe your performance of practical tasks. The minimum number of competent observations required is indicated in the Evidence requirements section of this unit.

Criteria may not always naturally occur during a practical observation. In such instances you will be asked questions to demonstrate your competence in this area. Your assessor will document the criteria that have been achieved through professional discussion and/or oral questioning. This evidence will be recorded by your assessor in written form or by other appropriate means.

Your assessor will sign off a learning outcome when all criteria have been competently achieved.

Relationship to National Occupational Standards

This unit is linked to Business and Administration (2013) National Occupational Standards:

- CFABAD312 Prepare text from recorded audio instruction
- CFABAD312a Prepare text from recorded audio instruction (40 wpm)
- CFABAD312b Prepare text from recorded audio instruction (60 wpm)



Observations

Learning outcome 1

Be able to prepare text from recorded notes

You can:

- a. Agree the purpose, format and deadlines for texts
- b. Input and format text from audio recording
- c. Check that text is accurate and the meaning is clear and correct
- d. Store texts and original recordings safely and securely following organisational procedures
- e. Present texts in the required formats and within the agreed timescales

** May be assessed by supplementary evidence.*

Observation	1	2	Optional
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			

Developing knowledge

Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below*:

- Projects
- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies
- Professional discussion

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

**This is not an exhaustive list.*

Knowledge



Learning outcome 2

Understand the preparation of text from recorded notes

You can:	Portfolio reference
a. Explain the importance of confirming the purpose of the text and intended audience	
b. Describe the main features of the different types of technology that can be used for playing back recordings	
c. Explain how different speaking styles of those giving dictation can affect outputs	
d. Explain the consequences of incorrect spelling, punctuation, grammar and sentence structure, and inaccurate content	
e. Describe ways of checking produced texts for accuracy and correctness	
f. Describe organisational procedures for the storage, security and confidentiality of information	

Notes

Use this area for notes and diagrams