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|--------------|--|----------------|-----------|
| <b>Title</b> | <b>Write shorthand at 80 words per minute (wpm) and transcribe to produce required information</b> |                |           |
| <b>Level</b> | <b>3</b>   | <b>Credits</b> | <b>10</b> |

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| <b>Purpose</b> | People credited with this unit standard are able to write shorthand at 80 words per minute (wpm) and transcribe to produce required information. |
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| <b>Classification</b> | Business Administration > Business Information Processing |
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| <b>Available grade</b> | Achieved |
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### Guidance Information

- Any system of shorthand may be used including machine shorthand.
- Transcription is based on a 97% level of accuracy that allows three errors per 100 words dictated. Only one error is attributable to one word. An English language dictionary may be used during transcription of the dictated passage.
- All activities associated with this unit standard must comply with health and safety guidelines and recommendations in relation to working environment and work practices. Reference for this unit standard includes *ACC5637 Guidelines for Using Computers - Preventing and managing discomfort, pain and injury*. Accident Compensation Corporation - Department of Labour, Te Tari Mahi 2010; available from WorkSafe New Zealand, at <https://worksafe.govt.nz/topic-and-industry/work-related-health/ergonomics/safely-using-computers-at-work/>.
- Legislation relevant to this unit standard includes but is not limited to the:  
Copyright Act 1994  
Health and Safety at Work Act 2015  
Human Rights Act 1993  
Privacy Act 2020  
and any subsequent amendments.  
Current legislation can be accessed at <http://legislation.govt.nz>.

## Outcomes and performance criteria

### Outcome 1

Write shorthand at 80 words per minute (wpm) and transcribe to produce required information.

**Range** two three-minute passages of unseen material dictated at 80 wpm, which may be undertaken on separate occasions; material may include but is not limited to – general information, business information, news, current affairs.

### Performance criteria

1.1 Shorthand notes are consistent with the material dictated and the shorthand system being used.

1.2 Transcription of shorthand notes is consistent with the material dictated and achieves at least 97% accuracy.

**Range** transcription time is based upon 10 minutes for each minute of dictation (30 minutes transcription time for each three-minute passage).

1.3 Spelling, grammar, punctuation, and format of transcriptions are consistent with the information provided and output required.

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| <b>Planned review date</b> | 31 December 2026 |
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### Status information and last date for assessment for superseded versions

| Process               | Version | Date              | Last Date for Assessment |
|-----------------------|---------|-------------------|--------------------------|
| Registration          | 1       | 3 June 1993       | 31 December 2011         |
| Review                | 2       | 27 June 1996      | 31 December 2011         |
| Review                | 3       | 28 April 1997     | 31 December 2011         |
| Review                | 4       | 28 June 1999      | 31 December 2011         |
| Review                | 5       | 26 September 2005 | 31 December 2012         |
| Review                | 6       | 17 December 2010  | 31 December 2017         |
| Rollover and Revision | 7       | 16 April 2015     | 31 December 2022         |
| Review                | 8       | 27 February 2020  | N/A                      |
| Rollover and Revision | 9       | 29 August 2024    | N/A                      |

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| <b>Consent and Moderation Requirements (CMR) reference</b> | 0113 |
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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### Comments on this unit standard

Please contact Ringa Hora Services Workforce Development Council  
[qualifications@ringahora.nz](mailto:qualifications@ringahora.nz) if you wish to suggest changes to the content of this unit standard.