

Title	Write shorthand at 80 words per minute (wpm) and transcribe to produce required information		
Level	3	Credits	10

Purpose	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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Classification	Business Administration > Business Information Processing
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Available grade	Achieved
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Guidance Information

- 1 Any system of shorthand may be used including machine shorthand.
- 2 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.
- 3 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/>.
- 4 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 1993
 - 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.

Planned review date	31 December 2024
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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

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

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.