

Legal Transcription Skill Set

Target Group	This skill set is for individuals providing transcription services to the legal industry.
Units	<p>BSBADM411A Produce complex texts from audio transcription</p> <p>BSBITU307A Develop keyboarding speed and accuracy</p> <p>BSBLEG305A Use legal terminology in order to carry out tasks</p> <p>BSBRES401A Analyse and present research information</p> <p>BSBWRT401A Write complex documents</p>
Pathway	These units provide credit towards a number of qualifications including the BSB40207 Certificate IV in Business and the BSB40507 Certificate IV in Business Administration.
Suggested form of words for Statement of Attainment	These competencies from the BSB07 Business Services Training Package meet the industry requirements for a legal transcription typist.