

Domain	OFFICE ADMINISTRATION	Unit ID: 114
Title:	Take dictation to produce a text document as part of office procedures	
Level: 3		Credits: 3

Purpose

This unit standard specifies the competencies required to take dictation to produce a text document as part of office procedures. It includes taking of dictation and converting dictation into final notes. This unit standard is intended for people who work in an office environment.

Special Notes

1. Entry information
Prerequisite:
 - Unit 90 - *Follow workplace safety procedures in an office environment*, or demonstrated equivalent knowledge and skills.
2. To demonstrate competence, at a minimum, requires evidence of recording dictated notes and converting notes into text.
3. Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated realistic environment in which office administration operations are carried out.
4. Performance of all elements in this unit standard must comply with all relevant workplace requirements and /or manufacturer's specifications.
5. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act, No. 6, 1992
 - Occupational Health and Safety Regulations No. 18, 1997
 and all subsequent amendments

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Take dictation

Range

Dictation could be done through face-to-face mode, by audio tape, tape recorder, telephonically or electronically.

Performance Criteria

- 1.1 Dictation equipment is identified and selected in line with organisational requirements.
- 1.2 Dictated notes are recorded.
- 1.3 Recorded notes are verified for accuracy.

Element 2: Convert dictation into final text

Performance Criteria

- 2.1 Legible script that reflects the intended meaning of the original dictation is produced.
- 2.2 Text is produced within specific timeframe.
- 2.3 Final text is verified for accuracy.

Registration Data

Subfield:	Business Services
Date first registered:	28 September 2006
Date this version registered:	28 September 2006
Anticipated review:	2011
Body responsible for review:	Namibia Training Authority