

CPDspot Transcribing

Transcribing

When transcribing for CPDspot you will be converting audio into written word which will be used in the development of online courses.

Requirements

- You will need a computer with Power Point.
- We ask you to let us know which specialist areas you are interested in so that we can match the audio to your CPD.
- You will be required to sign to a copyright and non-sharing agreement.

The process

- We will send you an audio file and the corresponding power point presentation.
- Play the audio file on your computer and write down word for word exactly what is said, this is the transcription.
- The transcription should be noted down in the notes section of the corresponding slide in the power point presentation.
- If there is any part of the audio that you don't understand, try to make as much sense as you can of what the presenter is saying.
- Once you have completed the transcription return the power point file back to us.
- We will then check it for any edits that need to be made.

Your benefits

Payment will be made with reference to the length of the audio file. In addition you will get to hear and view the presentation free of charge, a valuable learning experience for your CPD.