

Working for VIQ Solutions (UK) (formerly The Transcription Agency)

The work is mostly part time but can be full time, we are extremely flexible and accommodate your personal commitments as much as possible. You must, however, have regular availability of at least two consecutive days per week.

VIQ Solutions (UK) has an excellent international reputation in its field for editing, transcribing and translating audio recordings and this is due to our team of editors and transcribers. The type of people who are most suited to the work are conscientious and enjoy doing a job by giving 100%. They also enjoy the challenge of listening and concentrating to groups of people talking about a wide range of topics. Above all else they are totally reliable. The work can sometimes be difficult due to technical and/or sensitive subject matters and heavy accents so this work is not for the faint hearted and requires considerable concentration and listening skills as well as excellent research and computer skills.

All applicants will be expected to complete Stages 1 and 2 before becoming a member of VIQ Solutions (UK)'s team. All applicants who reach Stage 2 will be expected to complete the assessment period from home on the payment rates noted below.

Application Process

Stage 1 – Complete Application Transcript

Send your completed Application Transcript via the upload form; this will be assessed within 10 working days. You will receive an email advising whether you have been approved for training.

Stage 2 – Training

If your Application Transcript is completed to the required standard you will commence training where VIQ Solutions (UK) will invite you to complete some of the regular files from our clients. **This work will be paid** but you will continue to be assessed on how you complete these real files. During this time, you will receive shorter sections of audio to edit whilst you become familiar with the rules and procedures. The rate of pay starts from £1.20 per full minute of audio recording. You should consider your first few recordings to be your initial training where you will receive a great deal of feedback after each transcript. Due to your inexperience in editing and transcription with VIQ Solutions (UK) you may find that editing and transcription is slower than you anticipate when you first start with us.

Welcome to the Team

If you complete training successfully then you will become a member of VIQ Solutions (UK)'s Houses of Parliament team.

We are able to offer reliable, accurate editors who have regular availability opportunities to work on long term contracts which differ from the Houses of Parliament department. These opportunities are discussed with editors individually when they meet VIQ Solutions (UK)'s required criteria.

If after completing either Stages 1 or 2 you feel that you no longer wish to continue with an application, it would be much appreciated for future recruitment purposes if you could send a short email explaining why you decided that you do not want to proceed. In the event of this we will ask for your confirmation as to your end of work preferences regarding your personal data.