

Working for The Transcription Agency (a VIQ Solutions company)

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, be available for at least 20 hours a week, ideally including some weekends.

The Transcription Agency (a VIQ Solutions company) 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. In this role you will listen to audio and video recordings of civil, family, tribunal and crown court proceedings and produce an accurate transcription of the audio. You will encounter audio content that is of a sensitive and often challenging nature and so this role is best suited to those with a strong disposition. The recordings we transcribe and edit rarely feature just one voice and usually range from two to six speakers, although there can be more so the type of people who are most suited to the work enjoy the challenge of listening and concentrating to groups of people talking about a wide range of topics, are conscientious and enjoy doing a job by giving 100%. Above all else they are totally reliable. The work can sometimes be frustrating due to poor quality recordings and heavy accents so this work is not for the faint hearted and requires considerable concentration and listening skills as well as excellent computer skills.

All applicants will be expected to complete Stages 1 and 2 before becoming a member of The Transcription Agency (a VIQ Solutions company) 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 The Transcription Agency (a VIQ Solutions company) 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, the work The Transcription Agency (a VIQ Solutions company) can offer you may be sporadic as it will be necessary to wait for suitable files to arrive in the office for you to complete. The rate of pay starts from 35p per folio (72 words). 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 transcription with The Transcription Agency (a VIQ Solutions company) you may find that 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 The Transcription Agency (a VIQ Solutions company)'s transcription team. At this stage bonuses may be applied to your payment. These are entirely at The Transcription Agency (a VIQ Solutions company)'s discretion.

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.