

PROFESSIONAL ONLINE COURSE

Professional Online Transcription Course

COURSE SUMMARY

Practical, self-paced training designed to build accurate transcription skills, professional standards and confidence through real audio exercises and personalised feedback.

ONCE-OFF PROGRAMME FEE**R490**

Includes a Professional Transcriber Handbook.



- ✓ Professional Transcriber Handbook
- ✓ One theory assessment
- ✓ Three practical assignments
- ✓ Personal corrections and feedback
- ✓ Personalised certificate
- ✓ Email support

A Great Work from Home Opportunity

“

There is nothing more powerful than an idea whose time has come

”

Victor Hugo

REAL INDUSTRY EXPERIENCE

Why Learn With TOP Transcribers Academy?

TOP Transcribers Academy is the training division of TOP Transcriptions, an established South African transcription company. The programme reflects practical transcription experience and professional standards.

No Experience Required

Begin with the fundamentals and progress step by step.

Flexible Online Study

Study from home around your own commitments.

Practical Learning

Apply what you learn using audio files and templates.

Feedback and Certificate

Receive corrections, guidance and a personalised certificate.

WHO IS THIS COURSE FOR?

Is This Course Right for You?

The course is suitable at different stages of your transcription journey.

1 Beginners

Build a strong foundation from the ground up. Learn the essentials of transcription, professional terminology, formatting, speaker identification, timestamps and transcript conventions in a clear, structured way.

2 Intermediate Transcribers

If you already transcribe audio, deepen your understanding of professional conventions, protocols and workflow - including clean verbatim, full verbatim, timestamps, notation, formatting, client instructions and quality-control processes.

3 Experienced Transcribers

Refresh and standardise established skills, review advanced conventions and specialist requirements, strengthen quality control and align your workflow with professional standards for consistent, high-quality transcripts.

COURSE GOALS

1 Build a Strong Foundation

Grammar, punctuation, speaker identification, formatting, timestamps and professional conventions.

2 Test Your Knowledge

Complete the repeatable theory assessment and revisit it until you achieve the required pass mark.

3 Practise Transcribing

Work with genuine audio files and supplied transcript templates.

4 Learn From Corrections

Receive individual Track Changes feedback from a professional proofreader.

5 Achieve Certification

Complete the theory standard and at least one practical assignment to earn your certificate.

WHAT YOU WILL LEARN

1 The Transcription Profession

How the industry works; equipment, software and workspace essentials.

2 Transcription Fundamentals

Grammar, spelling and punctuation; formatting, layouts, timestamps and speaker identification.

3 Professional Transcription Skills

Listening techniques and accuracy; clean and full verbatim; conventions, terminology, notation and client protocols.

4 Preparing for Transcription Work

CV and portfolio development; marketing, job searching and working with clients.

ONLINE THEORY ASSESSMENT

Repeatable multiple-choice assessment. You are welcome to resubmit your Theory Multiple Choice Questionnaire as often as you like until you reach the required standard.

PRACTICAL ASSIGNMENTS & CERTIFICATE

Three real-audio assignments with individual Track Changes feedback. Complete at least ONE practical assignment after passing theory to earn your certificate.

EFT PAYMENT DETAILS

Account name:

Top Transcriptions CC

Bank:

Investec Bank Limited

Branch:

58 01 05

Account type:

Current Account

Account number:

10011355830

Course fee:

R490.00

Proof of EFT payment:

support@toptranscribers.co.za

Course page:

<https://www.toptranscriptions.co.za/online-transcriber-course>

Questions:

admin@toptranscriptions.co.za

HOW TO ENROL

- 1 Choose secure online payment through PayFast.
- 2 Or use the bank details alongside to pay by EFT.
- 3 Send proof of EFT payment to support@toptranscribers.co.za.
- 4 Your registration is confirmed once payment is received.

COURSE COMPLETION

There is no completion deadline. Work through the training at your own pace, complete the required theory and practical work, and receive your personalised TOP Transcribers Academy certificate on completion and start transcribing today.