

Transcription News - 9th June 2022

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Good afternoon and welcome to the June 2022 edition of Transcription News from University Transcriptions and TP Transcription Limited. Our newsletter includes updates on our charitable foundation's work, news and advice articles on transcription. If you would like to get in touch with us to have any questions answered, request an article, or include anything in future editions please drop us a line to jonathan@tptranscription.co.uk

Charity Donations for 2022

TP Transcription Limited and University Transcriptions donate 10% of annual net profits to charity via the [Ten Percent Foundation](#), a charitable trust set up to distribute monies to charities in the UK and Africa. We have been doing this for over 20 years and by way of example in 2021 our charitable donation was £19,317.30. The Foundation never incurs any administration costs - all monies are distributed to charities.

Why do we donate?

We set up our companies over 20 years ago with the aim of being ethical in everything we did. As part of this we decided that a percentage of our profits should always be earmarked for charitable work and set the rate at ten percent. A sudden burst of inspiration meant we called ourselves the Ten Percent Group and it is what the TP in our name (TP Transcription Limited) stands for.

Nominations 2022

We recently asked our clients to nominate charities to receive grants from us in the first 6 months of 2022 and a large number of suggestions were gratefully received. Our trustees went through each nomination to ensure the charity fell within our criteria for donations. The trustees also called each charity where possible to discuss potential funding requirements.

The successful charities this year were as follows:

- Arun Sunshine Group - £500

- Ichthyosis Support Group - £500
- Men in Sheds - £500
- The First Step - £1500
- Rights of Women - £750
- Cure Parkinsons - £1000
- Prison Choir Project - £500
- PACE Charitable Trust - £500
- Dundee Stroke Exercise Club - £1000
- The Proud Trust - £500
- The Cure & Action for Tay-Sachs - £1000
- Leeds Womens Aid - £500
- The Children's Heartbeat Trust – £1000

We will provide an outline of each charity every month for the next 12 months and how the money has been spent.

Two of the charities are existing recipients of funding - The First Step has been receiving donations from us for 7 years and we have funded long term projects for them including a perpetrators of domestic violence course. This time round we are funding an industrial strength tumble dryer for their Merseyside refuge. Cure Parkinsons is a charity very close to our hearts as one of our trustees' family members suffered from Parkinsons for a good number of years. We have been donating for over 8 years and monies donated to this particular charity go straight into funding research around finding a cure for Parkinsons unlike certain other charities in this area.

We have a strict list of criteria in relation our donating which is available on the [Ten Percent Foundation website](#). Donations tend to be within the range of £500-£2000 per charity per year, although in the past we have supported charities over a period of 5 years with donations going towards specific ongoing projects.

If you have any questions about the work of the Ten Percent Foundation, please email jonathan@tptranscription.co.uk or visit our website at <http://www.tenpercentfoundation.org>



Sensory room at the refuge - our donation in 2021

Focus on The First Step - £1,500 donation

The First Step, in a few sentences, is a domestic violence project based in Kirkby and working with victims/survivors and perpetrators of domestic violence across the region. They aim to provide support and protection to people experiencing domestic abuse and to improve or promote new services. Their services are provided to any residents of Knowsley borough. Knowsley is one of the poorest boroughs in the UK - one of the local towns, Kirkby, only recently got its first supermarket; this in a borough where an estimated 33% of the population have no access to a car.

A few numbers (all 2021):
 1080 people engaged with
 67% of service users aged 21-40

520 referrals to the charity's IDSVAs (Independent Domestic & Violence Advocate)
 353 referrals to the charity's 36 bed refuge

160 self-referrals to the service for longer term support
£712k income and £700k expenditure

In 2016 one of our trustees visited the charity and spoke to the chief executive about the work of the organisation. The CEO spoke of the need to recognise that dealing with domestic violence is not just about ticking boxes to say that someone has been extracted from a situation and is now 'out of it', but rather to look at addressing the behaviour of the instigator of the domestic violence and deal with that. Of course problems abound with trying to ensure that victims stay away from perpetrators. A lot of perpetrators of domestic violence are charming, manipulative and very difficult to deal with. Its always easier to deal with victims, who by the very nature of their position often have low self-esteem and are simpler for the professionals dealing with families to manage.

From 2016 to 2021 we committed quite a high proportion of our donations to The First Step. We donated £2,500 of funding per year for 5 years to go towards the costs of running the perpetrator course. This was not a course linked to the probation service (ie not a 'complete the course or go to prison' type operation). The service took referrals from community organisations as well as self-referrals from men who recognised the need to get help. 50% of applicants are rejected following an initial assessment. It lasted 26 weeks - one of the most striking examples of the behavioural change by attendees was the need for course participants to call their partners by their names, other than "her", "it" and much worse. Something so simple yet shocking. Unfortunately the service was cancelled due to funding being pulled elsewhere - which is of course forever an issue for the charity sector.

In 2019 and 2020 our money was used for emergency security or 'target hardening' of victim/survivors homes when they were in imminent danger from the perpetrator, which meant of course that there was a higher chance of them remaining in the property. The types of items for people's homes the funding covered included the purchase and installation of security lights, extra locks, protective film for windows to minimise them being smashed, fire proof bags fitted internally to letter boxes, security camera systems etc.

In 2021 we donated to the refuge, providing funding towards their sensory room. There is a photo of the room above. The refuge manager talked at the time about children and their mothers utilising the space to find solace and calm in what is an incredibly stressful time in their lives.

The future of First Step looks as strong as a charity dependent on external funding can be. They have just appointed a new CEO, they have some steady streams of funding coming in and the domestic abuse bill that went through parliament last year has resulted in focus on domestic violence charities and their services, which has meant additional support.

In 2022 we are going to fund a tumble dryer for the refuge to the value of £1,500.

You can find out more about The First Step by visiting their website www.thefirststep.org.uk.

You can also donate to the charity by visiting www.justgiving.com/thefirststep

Ordering Transcription & Translation Work at Universities

This may seem a fairly obvious article and piece of advice to provide, but there are a lot of different issues that arise when it comes to placing an order for transcription or translation work at a university. We are specialists in academic transcription and translation work and we work with universities across the UK and worldwide.

French Universities – Example

Every university seems to have its own specific requirements when it comes to placing an order. Take French universities for example. We regularly undertake work on behalf of academic clients in France, providing transcription and translation services to a range of French universities including Paris Cité University and l'université de Bordeaux. To place an order and get paid for this work, clients at the universities have to provide us with a reference number which in turn has to be put onto an online purchasing system called Chorus, used by every university in France.

Once the work is complete we have to invoice via Chorus and post our invoices directly onto the system so that they can be processed by the individual university's finance team. There are about three or four different pieces of information that have to go on to that document. We are listed as suppliers to those universities, which means that everything is already on the system for them and we are ready to go each time a new order is placed.

UK Universities – Point of Contact

Similarly, other universities have a specific point of contact within the university for transcription work to be cleared.

Take for example a university in the southwest. If any of their PhD students require transcription work completing for their thesis or specific research, there is a named person within that particular university who is responsible for processing all the orders and determining how the work is completed.

University Transcriptions have been working with that particular university for a very long time, so if any PhD students do place an order we can advise them on how to get their funding approved, who to speak to and how they get the whole process undertaken within the university.

Data Processing Agreements

Most universities have a specific requirement for any suppliers undertaking work with research data to have signed a data processing agreement and have that in place across the university. Similarly, they can require the providers to hold ISO and Cyber Essentials accreditation. Quite often a supplier number is only given out after particular information has been supplied and the university has been through a verification process.

For most universities in the UK, University Transcriptions and TP Transcription Limited are recognised suppliers with the ability to process orders because we have been approved by the appropriate department at individual institutions.

Advice for Specific Universities

If you have a piece of transcription or translation work to complete and would like assistance in getting it processed by a specific university, feel free to contact us. We are always happy to assist with the completion of purchase orders and provide templates for supplier agreements, data processing agreements and service level agreements. We have existing service level agreements in place for particular universities, and very often it is simply a case of us providing you with the generic copy of the agreement that we hold in order for you to get approval for your work.

Recent Advice Articles

[Spending research budgets before deadlines](#)
[UK & EU GDPR - complete harmony?](#)

[For a full list of over 50 articles on our website please click here](#)

Volunteers wanted for research project - £50 gift voucher

University Transcriptions are looking for volunteers to interview in the next 2-3 weeks. We are conducting a market research project specifically for our own business (no 3rd party access to data) and questions will be asked about your lifestyle, preferences, purchasing habits and much more besides! Each interview will last for a maximum of 60 minutes. We will send a £50 John Lewis Gift Voucher to each volunteer by way of a thank you. All interviews will be conducted in strict confidence and data collected will be used solely for our internal project and deleted once complete. On request we will sign and provide a confidentiality agreement and data processing agreement to each participant.

If you would like to volunteer, please email jonathan@tptranscription.co.uk. All offers of assistance gratefully received.

Transcription in the News

Recent transcription and translation service news as follows:

BBC develop a prototype transcription service - 'Transcriptor'

The BBC have utilised online open source coding called 'Kaldi' to have a go at generating a prototype automated speech to text generator. This seems to be in a development phase at the moment, along with streaming transcription software. We will watch this with interest to see whether it is more effective in the long run than other current automated offerings..

Anna Gresty completes the Bangor University Help to Grow Management Course

Anna Gresty, MD of TP Transcription Limited, has recently completed the Bangor University course aimed at improving the management skills of owners and directors of SME companies. During her time on the course she has looked at process change management, developing international markets and improving performance. Anna can thoroughly recommend the course to anyone else, which is subsidised by government for 90% of the cost. It includes the assistance of a business mentor and peer groups. "What a great idea - something every SME thinking about the future should be looking at completing" said Anna. She is the second director from TP Transcription Limited to complete the course. Jonathan Fagan also attended the University of Salford Management Course earlier in the year and was similarly impressed. For full details of these courses please google "Help to Grow".

80% of Netflix users switch on subtitling

In a sign of the times, the majority of younger views aged 18-25 now watch TV and streaming services with the subtitling or closed captions switched on. As increasing numbers of people watch and interact with multiple media devices at once, subtitling is enabling viewers to watch the TV but at the same time text and converse in a room without the sound from the TV taking over. A study by Netflix showed the 80% usage of subtitling, which is indicative of a change of use of TV and streaming services. And perhaps a good reason to make sure that subtitles are accurate!

[Recent article from The Conversation about turning rugby terms into an international language](#)

The Transcription Society - providing professional accreditation to academic and business transcribers

The Transcription Society is a not-for-profit organisation dedicated to improving standards in the transcription industry and providing accreditation to both individual and corporate members. The organisation is run on a not for profit basis and registered in the UK with Companies House. The society offers individual transcribers the chance to obtain professional recognition for their standards of work and provides corporate members with recognition that they subscribe to a professional level of industry standards for quality and ethics.

Needless to say, TP Transcription Limited is a corporate member and our directors sit on the board of the Transcription Society. For details of the transcription standards the Society promotes, please visit www.transcriptionsociety.org.

We hope you have enjoyed reading our monthly newsletter and look forward to hearing from you if we can assist further.

Kind regards

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