

Transcription News - 14th July 2022

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Good afternoon and welcome to the July 2022 edition of Transcription News from University Transcriptions and TP Transcription Limited. Our newsletter includes updates on our charitable foundation's work 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



The Prison Choir Project - Ten Percent Foundation Award - £500

The Ten Percent Foundation trustees have made their first round of awards for 2022 and will be providing an outline of each charity we have donated to every month for the next 12 months. The first of these is the Prison Choir Project.

The Prison Choir Project is a charity with the objectives to rehabilitate prisoners, ex-offenders and people experiencing mental disorder by the advance of the arts and culture, in particular through the performance of opera, song, and choral music.

Background

The charity hopes to provide a pathway towards establishing a reduction in reoffending, building self-esteem, improving self-confidence and employability skills for all those involved. The charity has an outstanding track-record - they have run eight major projects in four prisons (HMP Dartmoor, HMP Drake Hall, HMP Kirkham, HMP Wandsworth) including fully-staged performances of Carmen, West Side Story and Guys and Dolls; featured on Prison Radio on Christmas Day; been reviewed in The Times, Inside Time, Devon Magazine, and Country and Town House; engaged with more than 1000 prisoners and prison staff and worked with 100 professional musicians; they have also brought more than 1000 members of the public into prisons.

"I am absolutely overawed at how happy I was for signing up! In the 15 years I've spent behind bars

this is one project that I would do again and again. I found it helped my self belief, self worth, self confidence, it eased my PTSD and it stopped my craving for illicit drugs.' Darren

The charity's vision & mission

Music as an art form is used as a connective strand that fosters purpose, hope and sense of direction for people who are incarcerated in our prison system and for those ex-offenders re-joining society/communities.

Music, and in particular singing, provides a road map for prisoners and ex-offenders to:

Improve wellbeing – mentally, physically, socially and emotionally.

Create an awareness of potential and capacity to learn and develop through music.

Tap into potential skills and talents with the possibility of building a career of employability in the music/arts field.

Develop self-confidence, self-belief and self-determination to succeed through music thereby enabling and reducing the possibility of reoffending.

Prison Facts (from the charity)

Scotland and England and Wales have the highest imprisonment rates in western Europe

Nearly 59,000 people sent to prison to serve a sentence in 2018, 69% non-violent

Nearly half of adults (48%) are reconvicted of another offence within one year of release

Prisoners and staff are less safe than they have been at any point since records began, with more self-harm and assaults than ever before. Despite a brief decline, the number of self-inflicted deaths is rising once again.

Assaults on staff have more than tripled in only five years to 10,213 in 2018

The average annual overall cost of a prison place in England and Wales is now £40,843

Most women entering prison under sentence (82%) have committed a non-violent offence

Plans for 2022

"As we approach the end of Covid restrictions this is a time to reestablish links with prisons, reopen projects that have been on ice and prepare for a busy end to 2022 with performances planned throughout the UK in HMP Send, HMP Bristol and HMP Dartmoor. At the end of April we workshopped an opera by Benjamin Britten called Billy Budd with professionals and prison 'alumni' and were in HMP Dartmoor in the first week of May."

The charity have just finished a series of workshops with prison alumni in Lewisham and they are hoping to stage an opera next year in HMP Dartmoor.

Action you can take:

The charity are collecting CDs for inmates to listen to. Visit their website for further details on where to send CDs to. A lot of the CDs go into HMP Dartmoor where the prisoners run the CD library.

Further information: <https://www.prisonchoirproject.co.uk/>

Why do we donate to charities linked to prisons and the criminal justice system?

Jonathan Fagan, our founder, is a non-practising solicitor who started his working career as a criminal defence solicitor in Nottingham. "I saw first hand the appalling state of the criminal justice system generally - it doesn't seem to have changed for the better in the last 20 years. One of the key issues for me is the way prisons seem to exist for politics and profit but not to do much at all for the people actually incarcerated. Charities like the Prison Choir Project may only be small, but they

will provide a route to a better life for some ex-prisoners who may otherwise have been heading straight back inside again."



Prison alumni and musicians at a recent workshop June 2022

How hard can it be to donate to charity?

The Ten Percent Foundation is a charitable trust registered with the Charity Commission in England and Wales. The Foundation was set up in 2003 to distribute the profits donated by companies within the Ten Percent Group of websites.

All the companies within the Ten Percent Group donate 10% of net profits every year to charity as part of their general commitment to society, coupled with the moral and ethical stance taken by the founders when the companies were set up.

Every year the trustees of the Ten Percent Foundation meet to discuss the donations we are going to make from the profits that have been put into the foundation, and we come up with a list which is usually a selection of charities the trustees have a personal interest in, charities suggested by clients, candidates, transcribers, translators, and suppliers, and also charities who make direct applications to the Ten Percent Foundation.

Donating is Easy?

You would think that this would be an easy process, and that charities would be grateful for the money that we want to donate to them. Some charities are incredibly grateful and go out of their way to provide us with lots of information about the plans they have for the money we're going to donate to them and details of their current work and updates following the donation we make, but others are a complete nightmare.

Annoyed Charities

Firstly, there are the charities who almost feel quite annoyed that you want to give them the money. An example of this would be a nameless charity, somewhere in the Midlands, who were nominated some years ago. On paper they sounded amazing and quite inspirational – part of their remit is to provide instant help and advice to anyone requiring assistance with day to day living - they work intensely with the homeless on the streets for example.

We got in touch with them to donate money, but got no response at all. The person who had suggested them managed to make contact, and after a while got a response back with their bank details so that we could send them our donation. They did not acknowledge that the money had been sent to them and we got no information from them about where the money had been spent.

We appreciate entirely that smaller charities can be incredibly busy juggling lots of balls all at once

and are physically unable to spend much time dealing with the likes of us as donors. However, as an absolute minimum, we do like it when someone gets back in touch to say a quick thank you to confirm receipt.

Suspicious Minds

This year we had a charity nominated for a donation. On paper they looked really good, and we wanted to give them some money, because we could see that the charity's aims were in line with our own, and we could see a clear benefit for providing support to them. They were quite clearly a charity who would be likely to struggle for funding.

I gave them a ring to tell them that we wanted to give them money, and to ask for the best person to speak to. When I called, the manager I spoke to informed me that the charity was a bit busy at the moment and didn't have time to speak to me so could I send them an email please.

We sent them an email to say that we wanted to give them some money; quite possibly around £1000 without any catches, but got no response. I chased up again, but was unable to get through to anyone who could assist.

So essentially although we wanted to give the charity £1000 without any ties or restrictions other than an acknowledgement we had sent it and if possible to tell us what they'd spent it on, we got nothing at all back from the charity.

From time to time we do come across charities who are highly reluctant to communicate with us because they are very suspicious as to who we are. We can understand this – our companies get emails every day telling us that somebody in Nigeria/Panama/the Cayman Islands etc.. wants to give us £20 million because we're such nice people, and could we make contact (NB if you are a genuine donor of £20 million please give me a ring directly!). However we not only email charities, but we do also telephone them, so our emails do not come out of the blue. This year we have had to discount four charities who have failed to communicate with us at all, even though we have telephoned, left messages, and emailed.

Advertising Charges

Some time ago we donated to a larger size charity who were looking for assistance with a clean water project in Africa. From memory I think the donation was £2,500 and we asked the charity if they minded us writing about the project and also if they could provide a bit of further information about their work. The charity got back to say that if we wanted to write about the project and use their logo or any pictures from their website we would need to pay a licensing fee. We informed them that if they wanted our £2,500 they needed to stop being so silly and take the donation in the spirit it was intended to be given and not behave like a multinational business! They took the money and we wrote the article. However we have not donated to them again.

Cashing Cheques

Many years ago we tried to donate to a children's charity in London, who shall remain nameless, and we sent them a cheque which was not cashed. We followed this up with another letter to ask them to confirm if they had received the cheque and got no response. We then chased this up and again received nothing back.

I do wonder at times whether some charities and charitable organisations have more money than they actually need and anyone trying to give them money is a bit of a hassle for them. This may be true, and I do appreciate that some charities are extremely well-funded and are not in need of any further financial assistance. Others simply don't have the time to deal with the administration of a

donation.

Administration

Our Foundation does not incur any administration costs or trustee expenses at all. In the c20 years of our existence the only administration fees have been bank charges by the CAF bank of £60 per year (until we moved to Triodos last year to save money). All our trustee meetings, administration of correspondence, charity research, website hosting, website maintenance, donation management etc.. is paid for either by the workers individually with their time or expenses are funded by our companies. We estimate that it takes about 30 hours each year to collate, discuss and distribute our donations. A few charities will take up more time than all the others put together for the reasons given above.

Summary

We want to donate to charity and we are keen to carry on the aims of our founders in distributing 10% of our net profits every year to charity. Most charities make our lives very easy indeed and are a pleasure to deal with. However, its never simple working with a small minority of charities - they remain awkward to deal with!

How useful are DBS checks when using services such as transcription?

DBS (Disclosure and Barring Service) checks and their predecessors are part of a long term government plan that has come into being over a period of time to ensure that terrible crimes such as the Soham murders can in theory be avoided and characters like Jimmy Savile can in future never be in a position to be able to inflict harm or damage on vulnerable people and children. It is a very worthy scheme, and one that is rolled out extensively across the country. It is particularly applicable to people who work with vulnerable people and children.

For the purposes of this article, we are concentrating on basic DBS checks, which is where a person's details are run past a national database to check that they do not have any red flags in terms of criminal convictions or cautions outstanding. It does not include spent convictions.

There are basic and enhanced checks - the latter are very effective at revealing unsuitable people for working with children, and also for sensitive roles in government. As a junior football coach and sports club welfare officer I go through the enhanced DBS check process very regularly indeed!

DBS checked transcribers

We do get asked from time to time by institutions as to whether we are able to provide DBS checked transcribers in order to complete transcriptions for organisations such as charities and universities. The answer is yes we do, and we are able to ensure that only transcribers who have DBS checks are able to work on specific projects where this has been requested. We are conscious that some of our clients have obligations themselves only to work with suppliers who have been DBS checked, and this is particularly relevant for transcription and translation services.

However, as a more general discussion, what difference does it make in most cases for suppliers to be DBS checked?

Is your DBS check really necessary?

A DBS check indicates if someone has a criminal conviction or caution on their record, and if, for

argument's sake, we had a transcriber who had been convicted of drink driving and this showed up on their DBS check, would you, as a client, be unwilling to use their services? Or, would it make no difference whatsoever in terms of getting a transcription or translation completed in terms of their quality or skill as a transcriber or translator?

This is one of the problems with requesting DBS checks if the work being undertaken does not in practice really require a DBS check for the work to be undertaken as it makes no difference at all to the ability of an individual to complete a task.

Whilst DBS checks are incredibly useful for restricting access to children and vulnerable people, would it really make any difference if someone who had a criminal conviction was the person transcribing a recording? Whilst as far as we know we do not have any transcribers who have criminal convictions, it does beg the question as to whether it is slightly overzealous to ask for DBS checks for standard transcription or translation work, rather than looking at the skills and abilities someone may have.

Unlock - rehabilitating offenders

The Ten Percent Foundation is the charitable trust that TP Transcription Limited and University Transcriptions donate 10% of their annual net profits to every year. Over the years we have supported a charity called Unlock from time to time, which works to ensure that once offenders have served their time, they are rehabilitated back into society. One of the biggest hurdles offenders have is finding a job, because employers undertake DBS checks and then discover their conviction.

Whilst it is entirely understandable that an employer would want to run a background check and discover a criminal conviction, if the criminal conviction has no relevance whatsoever to the job they are going for, then it is usually counterproductive to society generally for a potential employee to be ruled out.

There are a lot of moral and ethical discussions around this and I can of course understand that in circumstances where someone has been convicted of theft and may well be handling money in a new job. An employer may want to know about convictions if relevant to the role.

Subcontracting

However, in circumstances where an organisation is subcontracting the work to another organisation to be completed for them, such as transcription or translation, then there is an argument that technically the organisation who are subcontracting out should not really be specifying that subcontractors or employees of the subcontracted organisation should be DBS checked. By doing so they are potentially restricting the prospects of ex-offenders who may now have been rehabilitated but are unable to get work if a client specifies that they must hold a clean record and be DBS checked.

Summary

Transcription or translation work is completed off site and away from any other person usually, which means that anyone completing it will not have contact with any other individuals other than the transcription management team and colleagues. The argument about being DBS checked to complete work is only really relevant for access to the content of the audio and video recordings, which are in the majority not sensitive content requiring a DBS check to access them. Obviously if audio recordings are of a sensitive subject matter or video recordings contain images of children then there is a clear case for requesting access only by DBS checked individuals, regardless of their level of expertise.

So, our thoughts on it are that whilst as a company we are more than happy to restrict work to

transcribers and translators who have been DBS checked (and our managers & directors all hold clean DBS checks as well as enhanced BPSS checks) we ask our clients to consider carefully whether or not it is strictly necessary to have a DBS check undertaken for subcontracting work. The request can have unintended consequences for some..

If you have any thoughts or comments on this article please email us -
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

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
Mynydd Isa & Maeshafn Cricket Club - £1400 interest free loan

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

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>

Recent Advice Articles

[Ordering transcription work at universities - a guide](#)

[Spending research budgets before deadlines](#)

[UK & EU GDPR - complete harmony?](#)

[Background noise and transcription](#)

[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 still looking for volunteers to interview. 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.

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

Jonathan Fagan (he/him)

Founder & Director

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