

About A.C.E.T. Global:

- ▶ The Australian Centre for Education & Training has its head office in Melbourne, Australia with industry training operations in several countries.
- ▶ ACET has been working in Australia for many years, to develop the people of Australia through public and in-house training programs on a number of topics.
- ▶ ACET has provided specialised training programs in collaboration with Australian government departments and leading Universities since 2004.
- ▶ ACET has an Exclusive partnership with ScribeForce UK.

About ScribeForce:

- ▶ ScribeForce is a UK based ISO certified premier transcription company.
- ▶ ScribeForce is a global transcription company that has been providing medical transcription services to the National Health Service (NHS) in the UK and other healthcare organisations internationally.

Australian Perspective:

- ▶ Australia has a rich pool of talented people who need suitable training and employment opportunities.
- ▶ A competitive global environment dictates that staff are highly skilled and properly qualified.
- ▶ Transcription work in Australia offers fantastic opportunity for the right people!

Why Medical Transcription?

- ▶ Medical Transcription is one of the fastest growing fields in healthcare globally.
- ▶ Medical Transcriptionists are in demand in western countries especially in the USA, UK & Australia where the entire healthcare industry is based on clinical correspondence and detailed medical records are needed.

To be successful you must have:

- ▶ A good command of written and spoken English.
- ▶ Good typing skills.
- ▶ Access to good PC (Pentium 4) and high speed internet (DLS).
- ▶ Time allocation of 2 to 3 hours per day.
- ▶ Determination and drive to succeed !

The process - an example:

- ▶ Ms. Jasmine is interested in finding out more about Scribe Force attachment scheme.
- ▶ She goes to the ACET website and selects the nearest SRR (Student Recruitment Representative).
- ▶ Detailed information is provided to her by her chosen SRR.
- ▶ Registration for SF attachment scheme is completed online at ACET website.
- ▶ Payments are made into ACET account with registration code provided by ACET.
- ▶ ACET authorises access to course once payments are received.
- ▶ SF Attachment scheme Web based training, work experience and mentor support is delivered to you directly from the UK.
- ▶ Your SRR continues to provide any extra support required.
- ▶ Please note: As per company policy all payments are to be made ONLY to ACET.
- ▶ No payment to be made to SRR.

Training Costs:

- ▶ Costs: \$2800
- ▶ Certificate in Medical Terminology. (3 months)
- ▶ And practical experience with sample voice files. (6 weeks)