

Transcription News - 22nd June 2023

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Good afternoon and welcome to the June 2023 edition of Transcription News from University Transcriptions and TP Transcription Limited. Our newsletter includes updates on our charitable foundation's work and the story behind TP Transcription.

Charity Focus - TP Transcription donations for 2023

TP Transcription Limited and University Transcriptions donate 10% of annual net profits to charity via the Ten Percent Foundation, a charitable trust set up by our group of companies, to distribute monies to charities in the UK and Africa. We have been doing this for over 20 years. The Foundation never incurs any administration costs (other than bank charges) - all monies donated 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 2023

We received over 35 charity nominations from academic clients, business clients, transcribers and staff.

The trustees have carefully considered all the nominations, and the successful charities this year to receive a donation from a total of £25,325 were as follows:

My Time Young Carers
Hillingdon Womens' Centre
Door 84, York
Accomplish Trust
Every Life Matters
DIFFERabled Scotland

Flying High Trampoline
Headway Derby
S.H.E.UK
Dianne Oxberry Trust
Paul Sartori Foundation
Derbyshire Wildlife Trust
Sibs
Evergreen Africa
Corporate Justice Coalition
St Chads, Kirkby, Heritage Project
Cure Parkinsons

Our trustees are in the process of writing to each charity and undertaking background checks before we donate. This is usually just a formality, but we do look at issues such as up to date filing with the Charity Commission, a background check and checks on eligibility.

We will outline each charity every month in this newsletter for the next 12 months and detail 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>

University Spending Deadlines Approaching - 31st July 2023

We are aware that a number of our university clients have deadlines for spending their funding for the 2022-2023 academic year. Our company has been assisting university staff for a very long time with managing this. We are happy to accept a pre-order, we can invoice in advance and then hold the transcription as credits for you. This works extremely well for a lot of our clients with this requirement, as otherwise the funding can be lost, never to be seen again! TP Transcription Limited and University Transcriptions have been around for a very long time, over 20 years, and we are a respected and most reputable company. Some pre-ordering work has been placed months in advance and this is fine for us.

If you have any questions about funding deadlines and booking transcription or translation work with TP Transcription Limited, please contact us – always happy to help.

The (interesting) story of TP Transcription

We often get asked by clients how TP Transcription and University Transcriptions came into being, and here is a potted history for anyone interested!

Police Station Interviews

TP Transcription (or Ten Percent Transcription as it was originally known) was formed back in 2002 by Jonathan Fagan, a solicitor in Nottingham who needed to get some police station interviews

transcribed, and realised there was no service locally to enable him to do this. Whilst Jonathan had been a trainee solicitor a few years before, he had worked at a practice where it was policy for the trainee solicitors and secretaries to sit and transcribe the police station interviews, and he was fully aware as to how long this actually took to do. Not so much of a problem if you are a trainee solicitor, because you don't really have anything better to do at times!

Jonathan put an advert online to see if he could attract some transcribers to the business who would be prepared to assist, and set up the website.

Transcription Business - a Bad Idea?

Quite interestingly, as the business was set up, Jonathan received advice from external business consultants that doing transcription was definitely not a good idea, because there would be no need for secretaries or transcribers within a few years. Automated transcription services were going to take over and this would remove the need for any professional human transcribers. Naturally we ignored the advice completely and we have expanded our business ever since!

TP = Ten Percent - what's the relevance?

At the same time Jonathan set up TP Transcription, he had recently started the Ten Percent Legal Recruitment Agency, which sources and places solicitors with law firms across the UK.

The business was set up with the name Ten Percent, because of the decision by the four founding directors to donate 10% of annual profits to charity every year, something we have done since our companies started back in 2000. The same applies to all our transcription operations.

Areas of work

in the early we marketed it to solicitors' firms and other professions, picking up architect clients, surveyors, solicitors, and various departments within large businesses, with the overwhelming majority of our work being legal and business transcription.

Academic shift

However, over time this changed quite dramatically as we started to get requests from academics to complete larger sized projects for them, and as soon as we picked up one university client, we started to see a gradual shift of our business towards being overwhelmingly academic. University Transcriptions was born! In fact, some of the clients we picked up in the early years from academia are still with us now, and some of the departments who used us then still send us work across. Over time we have also picked up a number of accreditations, including government security checks, NHS security, ISO accreditations including 27001, Cyber Essentials and currently we are being audited for Cyber Essentials Plus. In view of the professional academic work we do, our insurance cover has also drastically increased, well above the norm for transcription and translation companies.

One of the issues with doing academic work is the requirement to be on the various university purchasing systems, and over the years we have gradually found ourselves turning into experts at assisting academics in navigating the complicated world of university finance for their transcription and translation. We work with just about every university in the UK, as well as a good number in Europe and further afield in North America.

Translation addition

We also decided after a period of time to provide transcription in other languages, as well as English to English, and quite interestingly one of our first ever assignments in another language was to transcribe from Brazilian Portuguese into Spanish. We regularly assist clients across the world

with transcription in different languages, and we also provide translation services too.

Professional human transcribers - in demand

At the moment we are enjoying a constant increase in business from one year to the next, something which only paused temporarily during the first year of lockdown. There is a clear need at the moment for professional human transcribers because of the quality and accuracy we are able to provide on a bespoke basis for our clients. We are not only academic specialists these days and we have a large number of business clients, including some household names. We have been retained for years to work alongside departments on certain types of recording for them.

Over the years we have worked on all kinds of different projects for various types of clients, including celebrities, rock bands, governments, and high-profile events. We have worked on live shows, such as the BAFTAs, as well as providing live transcription services (typing in real time) to universities.

Personal touch

We still retain that personal touch, and you can telephone our business and speak to our managing director or one of our other directors extremely easily. We are large enough to handle extremely big orders of hundreds of hours of recordings, but similarly small enough to know exactly who you are when you get in touch with us!

Recent Advice Articles & News

[Looking after the welfare of transcribers](#)

[The Pitfalls of outsourcing transcription work](#)

[University Funding Deadlines](#)

[What are the main characteristics of a professional transcriber?](#)

[Best ways to record a qualitative research interview](#)

[Machine Polishing Transcription](#)

[Transcribe it yourself - advice from some lecturers to students](#)

[Transcription for bosses - its harder than it looks](#)

[How long does it take to transcribe 20 minutes of audio?](#)

[Human transcription - why do automated companies recommend it?](#)

[How useful are DBS checks when ordering transcription work?](#)

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

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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