



**Australian Government**

# **Assessment Requirements for PSPTIS003 Prepare to translate and interpret**

**Release: 1**

# Assessment Requirements for PSPTIS003 Prepare to translate and interpret

## Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages.

## Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified, the candidate must demonstrate evidence of performance of the following for both a translation and an interpreting assignment for written languages, and for two interpreting assignments for spoken languages:

- analysing the demands of assignments
- confirming assignment requirements with clients and colleagues
- developing action and work plans
- using text, landline, mobile phone and email to establish and confirm assignment details

## Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified, the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- discourse mapping of interpreting assignments
- professional procedures and guidelines and business standards applicable to accepting, declining and planning for an assignment
- tools and equipment relevant to assignments, including commercial software used in assignments and office management
- WHS practices and procedures relevant to nature of assignment

## Assessment Conditions

Evidence must include examples of work plans and discourse maps prepared for assignments.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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