



Australian Government

PSPTIS003 Prepare to translate and interpret

Release: 1

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Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to collect and assess information about the nature and conditions of translating and interpreting assignments and to keep work records. It includes skills required to reach a decision to accept or decline an assignment and to prepare effective work plans to maximise assignment outcomes and minimise risks from miscommunication.

This unit applies to those working as translators and interpreters in a range of contexts.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and industry codes and standards for ethical translating and interpreting adhered to.

Those undertaking this unit would work independently using support resources as required while performing specific tasks in a range of contexts.

No licensing, legislative or certification requirements apply to the unit at the time of publication.

Competency Field

Translating and interpreting

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Assess ability to complete assignment	1.1 Receive assignment request and clarify scope and nature of work and conditions of engagement. 1.2 Identify performance expectations, limits and responsibilities and their implications for undertaking the assignment.

	<p>1.3 Consider personal availability and preparedness to satisfy assignment requirements.</p> <p>1.4 Advise client or booking agency in a professional and timely manner of decision to accept or decline.</p>
2. Respond to assignment	<p>2.1 Record assignment details and review terms and conditions of engagement.</p> <p>2.2 Resolve any queries and clarify procedures, including for payment.</p> <p>2.3 Create and maintain records of assignment in accordance with good business practice.</p>
3. Develop work plan	<p>3.1 Identify factors that may affect assignment outcomes to determine planning needs.</p> <p>3.2 Identify objectives and determine realistic time commitments and allocations.</p> <p>3.3 Identify problems and seek assistance from client, specialist advisor, or peer network where necessary.</p> <p>3.4 Organise activities within required timeframe and appropriate to type of assignment.</p>
4. Review and evaluate work plan	<p>4.1 Review preparation to confirm it addresses assignment requirements, and resolve outstanding issues.</p> <p>4.2 Consider and implement adjustments to improve process and outcomes of future preparation.</p>

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

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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