



Australian Government

**PSPTIS021 Translate and certify
non-narrative texts**

Release: 1

PSPTIS021 Translate and certify non-narrative texts

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 translate non-narrative texts and certify translations of personal records and identifying information needed for legal purposes. Non-narrative texts are those that comprise lists of information, single answer data fields, or short factual sentences. Such texts may include menus, lists, personal records (birth, death, marriage), licences, educational and academic records, receipts, or medical reports.

This unit applies to those working as translators of general purpose texts.

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 a range of support resources as required, while performing specific tasks in a range of contexts.

No licensing, legislative or certification requirements apply to 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. Produce draft translations	<p>1.1 Receive and manage source texts according to principles of confidentiality and security and confirm text is legible, readable and complete.</p> <p>1.2 Choose approach to translation suitable to purpose, including identifying information for extract translation as appropriate.</p>

	<p>1.3 Critically apply resources to identify equivalence at level of word in the context of the nature of the source document.</p> <p>1.4 Research and apply established translation precedents and information from resources to ensure consistent outcomes.</p> <p>1.5 Produce draft translations of source texts that are accurate, coherent, factually correct, and appropriate for document end use and assignment requirements.</p> <p>1.6 Record translation decisions and justification in glossaries.</p>
2. Format and proofread translations	<p>2.1 Develop template and use technology to format translated texts according to end use requirements.</p> <p>2.2 Apply standard conventions to link source and target text.</p> <p>2.3 Proofread formatted text closely, using standard methods to annotate proof corrections.</p> <p>2.4 Submit draft translation to client for proofreading and approval and liaise to finalise translation.</p>
3. Certify translations	<p>3.1 Certify translation as required using standard methods.</p> <p>3.2 Return final version of translated text and supporting documentation to client by deadline.</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 NA					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>

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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