Australian Government

PSPTIS027 Demonstrate routine written English proficiency in different subjects and cultural contexts

Release: 1

PSPTIS027 Demonstrate routine written English proficiency in different subjects and cultural contexts

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 read and write routine information in English to meet the written language and communication needs of translating general purpose texts. It covers reading of a range of documents and writing routine documents, including letters and brief reports.

General purpose texts are those intended to convey information to a limited and known audience. The text is written in plain language, and the language and concepts expressed are accessible to the general public. There are limited equivalence problems between source and target text and limited requirement for research on the subject beyond client resources.

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

There is no direct parity with any formal language proficiency ratings or assessment framework, but this unit broadly relates to International Second Language Proficiency Ratings (ISLPR) 3.

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 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. **Read and understand routine documents**	1.1 Scan documents and confirm they are complete and legible. 1.2 Identify main ideas, key facts and requirements. 1.3 Interpret any accompanying visual information to support comprehension. 1.4 Identify document tone and purpose.
2. **Write routine documents**	2.1 Prepare routine documents using key words, phrases, simple sentences and visual aids as required. 2.2 Clearly and accurately convey main ideas, facts and details in written text. 2.3 Provide clear written directions and instructions in a logical order. 2.4 Support written communication with use of appropriately sequenced English expressions and sentences. 2.5 Adhere to workplace and cultural conventions and protocols when preparing written documents. 2.6 Provide written responses to documents in an appropriate format and tone.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

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