



Australian Government

PSPTIS103 Build glossaries for translating and interpreting assignments

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to develop glossaries for translating and interpreting assignments. It includes the ability to identify and source suitable reference material, and to make efficient use of tools and equipment.

This unit applies to those working as translators and interpreters who are responsible for minimising risks associated with inadequate preparation, or collaborating with colleagues in translating and interpreting tasks.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian Standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this 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.

1. Analyse assignment information.
2. Establish familiarity with topic and context.

- 1.1. Obtain and analyse assignment brief and related background material.
- 1.2. Consider assignment requirements and need for glossary sharing to decide approach and format.
- 1.3. Select and obtain tools and equipment and identify up-to-date, relevant and comprehensive resources.
- 2.1. Access sources of information and reference material.
- 2.2. Critically analyse terminology in context of assignment and record selections.
- 2.3. Identify areas requiring further subject knowledge and seek additional information from client, specialist advisors or colleagues.

- 3. Review and evaluate glossary.
 - 3.1. Review preparation to confirm it addresses assignment requirements and update glossary as required.
 - 3.2. Identify adjustments to improve process and outcomes of future preparation.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is not equivalent to PSPTIS002 Build glossaries for translating and interpreting assignments.

Links

Companion Volume implementation guides are found in VETNet -

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