



Australian Government

PSPTIS104 Prepare to translate or interpret

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to collect and assess information about the nature and conditions of translating or 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 or interpreters in a range of contexts.

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. Assess ability to complete assignment.

- 1.1. Receive assignment request and clarify scope and nature of work and conditions of engagement.
- 1.2. Provide information to clients or booking agency on terms, conditions and conventions, to inform an agreed arrangement.
- 1.3. Identify performance expectations, including culture-specific requirements, limits and responsibilities and their implications for undertaking the assignment.
- 1.4. Consider personal availability, competence and preparedness to satisfy assignment requirements, including relevant social and cultural factors.
- 1.5. Advise client or booking agency in a professional and timely manner of decision to accept or decline.

2. Respond to

- 2.1. Record assignment details and review terms and conditions

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| assignment proposal. | of engagement. |
| | 2.2. Resolve any queries and clarify procedures, including for payment. |
| | 2.3. Create and maintain records of assignment in accordance with good business practice. |
| 3. Develop work plan. | 3.1. Identify factors that may affect assignment outcomes to determine planning needs. |
| | 3.2. Identify objectives and determine realistic time commitments and allocations. |
| | 3.3. Identify problems and seek assistance from client, specialist advisor, or peer network where necessary. |
| | 3.4. Organise activities within required timeframe and appropriate to type of assignment. |
| 4. Review and evaluate work plan. | 4.1. Review preparation to confirm it addresses assignment requirements, and resolve outstanding issues. |
| | 4.2. Consider and implement 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 equivalent to PSPTIS003 Prepare to translate and interpret.

Links

Companion Volume implementation guides are found in VETNet -

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