



Australian Government

**PSPTIS107 Translate general purpose texts
from English to LOTE**

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to translate general purpose texts from English to a language other than English (LOTE). It includes conveying the purpose and use of the source information in translated texts for a limited and known audience.

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

General purpose texts convey information written in plain language to a limited and known audience in translated texts, or to an audience in translated spoken or signed texts that have the same functional effect as the source texts and that are accurate and appropriate to the context, target audience and end use. General purpose texts contain limited equivalence problems between source and target text, plain language and concepts accessible to the general public and there is limited requirement for research on the subject beyond client resources.

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

Elements describe the essential outcomes.

1. Analyse English general purpose source texts.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Receive and manage source texts according to client requirements and conditions and confirm they are complete and legible.
- 1.2. Analyse source texts to determine key elements and potential translation problems.
- 1.3. Choose approach to translation suitable to purpose and target audience.

2. Translate English source texts to draft texts in LOTE.
 - 2.1. Research and apply established translation precedents and information from resources to ensure consistent outcomes.
 - 2.2. Analyse and adapt cultural and linguistic content of source texts as appropriate for document end use.
 - 2.3. Produce draft translations of source texts that are accurate and coherent and appropriate for end use.
 - 2.4. Record translation decisions and justification in glossary.
3. Check draft translations.
 - 3.1. Identify errors, fidelity issues and unsupported translation decisions.
 - 3.2. Amend target texts as required.
 - 3.3. Critically evaluate consistency, accuracy and functional equivalence of translated text.
 - 3.4. Submit draft translation and glossary to independent reviser for review.
4. Revise translations.
 - 4.1. Assess and incorporate advice from independent reviser.
 - 4.2. Discuss and resolve outstanding issues with appropriate persons, as necessary.
 - 4.3. Undertake further self-revision as required.
5. Finalise and evaluate translations.
 - 5.1. Use technology to format translated texts according to agreed client specifications and end use requirements.
 - 5.2. Proofread formatted texts using standard methods to annotate proof corrections.
 - 5.3. Submit final version of translated text and supporting documentation to clients.

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 PSPTIS022 Translate general purpose texts from English to LOTE.

Links

Companion Volume implementation guides are found in VETNet -

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