



**Australian Government**

# **PSPTIS146 Negotiate translating or interpreting assignments**

**Release: 1**

## PSPTIS146 Negotiate translating or interpreting assignments

### 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, to review personal competence to undertake an assignment and to negotiate an agreed approach to assignments with clients and booking agencies.

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.*

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|---|---|
| 1. Collect and assess assignment information. | 1.1. Clarify the scope of assignments with clients, including terms and conditions and any specific requirements.<br>1.2. Analyse background information for details of the nature and conditions of assignments.<br>1.3. Identify performance expectations and their implications for undertaking the assignment.          |
| 2. Assess ability to complete assignment.     | 2.1. Identify and assess limits and responsibilities and their implications.<br>2.2. Undertake risk analysis and identify concerns.<br>2.3. Seek advice to inform decision-making process.<br>2.4. Evaluate personal competence and preparedness to satisfy assignment requirements and areas for negotiation with clients. |
| 3. Respond to                                 | 3.1. Provide information to clients or booking agency on terms, conditions and conventions to inform an agreed  |

- assignment proposal.                      arrangement.
- 3.2. Negotiate approach and working and remuneration conditions with clients or booking agency.
  - 3.3. Advise client or booking agency of decision to accept or decline the assignment.
  - 3.4. Review decision-making process and record outcomes and agreements for future reference.

## 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 PSPTIS101 Negotiate 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>