Australian Government

Department of Education, Employment and Workplace Relations

PSPTIS508A Analyse texts to be translated (LOTE)

Revision Number: 3

INDUSTRY
SKILLS
COUNCILS
Creating Australia's Future

PSPTIS508A Analyse texts to be translated (LOTE)

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit describes the outcomes required to read and analyse a written message in a source language for the purpose of later transfer to a target language, identifying the context, purpose and intent of the author and key linguistic, cultural, societal and situational elements to be conveyed in the future language transfer process.
No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication

Application of the Unit

This unit applies to all translating assignments.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

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 statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify translating requirements and expectations of audience.	1.1 Identify source language, including register and style. 1.2 Identify source, context and purpose of **text**, determining specific requirements and regional or specialist aspects. 1.3 Identify audience for translated text and confirm that translation requirements and expectations match those of client. 1.4 Identify salutations and other source language conventions not to be translated literally. 1.5 Confirm and review **resources** to aid in understanding specialist or technical language.
2 Analyse language of source text.	2.1 Apply subject and context knowledge to translation task, sourcing further assistance where required. 2.2 Analyse **language** and **writing conventions**, determining use of terminology and language and using **techniques** to address **difficulties identified**. 2.3 Identify social and cultural issues and plan solutions relevant to translation task. 2.4 Recognise idiomatic and metaphorical expressions and foreign loan words in source language. 2.5 Build, use and maintain assignment-specific **glossary**.
3 Analyse grammar and cohesion of source text.	3.1 Analyse function of source language punctuation. 3.2 Determine semantic and syntactic structure. 3.3 Paraphrase text to check plausibility of comprehension.
4 Resolve difficulties.	4.1 Identify deficient source language text and discuss with client. 4.2 Suggest solutions and reformulate text as agreed for effective translation.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- language skills analyse source text for meaning, including:
    - cause and effect relationships
    - cohesive and substitution devices
    - function of words and grammatical elements
    - idioms and idiomatic expressions
    - metaphor and simile
    - parsing sentences
    - punctuation
    - register and style
- literacy skills to:
    - assess and use information
    - interpret terminology and jargon
    - read and record information
- problem-solving skills to:
    - address problems in source text
- research skills to:
    - identify background information relevant to assignment
    - make preparations to ensure effective and efficient translations
- technical skills to:
    - select and apply appropriate resources, techniques and equipment
    - technological skills to use office equipment and information and communications technology (ICT) for translating purposes

Required knowledge

- cultural knowledge, including cross-cultural perspective to:
    - determine cultural concepts embedded in language
    - identify inherent cultural and socio-cultural concepts
- file and information management techniques
- language structure, dialects and idioms in source language
- professional procedures, ethical practices and business standards
- subject specialist area and culture-specific knowledge relevant to topic of translation

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms the ability to read and analyse a written message in a source language for the purpose of later transfer to a target language including:

- building, using and maintaining an assignment-specific glossary
- identifying the context, purpose and intent of the author
- identifying the key linguistic, cultural, societal and situational elements to be conveyed
- analysing language and writing conventions
- using a range of techniques and resources to address and resolve difficulties identified
- paraphrasing text to check plausibility of comprehension
- using technology to source and review appropriate information and reference material

Context of and specific resources for assessment

Evidence for assessment of this unit of competency will make use of scenarios, case studies, experiences and, where possible, examples of interactions with colleagues and clients which illustrate a range of skills and strategies for analysing texts for translation.

Resources for assessment include:

- a range of source texts and their paraphrased target texts
- individual language resources such as glossaries and dictionaries, written and in memory.
- sources of content information and research.
- examples of part and fully completed translated texts
- examples of complex texts in a limited range of content and subject areas
- examples of simple texts in a range of content and subject areas
- examples of source texts which present a range of cultural and equivalence issues.
- examples of source texts which require further research on content, language and presentation

While the content and scenarios may be simulated, evidence for assessment should reflect the conditions of real assignments in reading and analysing a range of texts presenting varying equivalence problems and requiring a range of research.

Government Skills Australia

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. **Bold italicised** wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Resources may include:	• translating technology • dictionaries • glossaries • internet sites • content and subject specialists
Language may include:	• idiomatic expressions in source language • specialist vocabulary, expressions and concepts • non-equivalence • technical terminology • idiosyncratic language, slang, jargon
Writing conventions include:	• abbreviations • acronyms • punctuation • symbols
Techniques may include:	• optical character readers • scanning and enlargement
Difficulties identified may include:	• concepts specific to culture or locale • deciphering idiosyncratic source language • deciphering illegible handwriting or stamps • linguistically complex language • proper nouns and their localisation • translation precedents
Glossary includes:	• key vocabulary list • terminology bank • record of translation decisions

Unit Sector(s)

Not applicable.

Competency field

Translating and Interpreting.