Australian Government

Department of Education, Employment and Workplace Relations

PSPTIS513A Translate general purpose texts from LOTE to English

Revision Number: 3

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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, skills and knowledge required to translate general purpose texts from another language to English. The unit requires the ability to convey the purpose and use of the source information in functionally equivalent translated texts. It requires sound subject and context knowledge of the material being translated in order to produce translations that are accurate and appropriate for the context, target audience and end use. The language and concepts described in this unit are accessible to the general public.
No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication

Application of the Unit

This unit applies to translations of general purpose texts where the language and concepts are accessible to the general public and where there are likely to be limited equivalence problems and limited requirement for research on the subject beyond client resources. The purpose of translating is to convey information written in plain language to a limited and known audience

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. Analyse LOTE general-purpose source texts	1.1 Receive and manage *source texts* according to client requirements and conditions and confirm that it is complete and legible.
	1.2 Review personal skills and experience required to undertake assignment and meet client requirements.
	1.3 Identify areas of content and language requiring additional research and gather *reference material* in suitable format and timeframe.
	1.4 Identify suitable *tools and equipment* to aid in translation.
	1.5 *Analyse source texts* and apply knowledge of subject and context and experience in related texts to determine key elements and potential translation quality issues.
	1.6 *Restructure* source texts to clarify meaning and discuss issues arising with clients.
	1.7 *Choose approach to translation suitable to target audience and purpose of translation*.
2 Translate LOTE texts to English texts	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 Identify areas requiring further research or assistance and seek and incorporate additional information.
	2.4 Produce draft translations of source texts that are accurate, coherent, and *appropriate* for document end use and assignment requirements.
	2.5 Record translation decisions and justification in glossary.
3 Check draft translations	3.1 Critically evaluate consistency, accuracy and functional equivalence of translated text.
	3.2 Identify and correct errors, distortions and unsupported translation decisions.
	3.3 Use tools and equipment to *check translations*, *refine and improve target texts* and manage and correct errors.
4 Revise translations	4.1 Assess and incorporate advice from checking translator and subject advisers.
	4.2 Discuss and resolve outstanding issues with appropriate persons.
	4.3 Undertake further revision until target text is functionally equivalent to source text.
5 Finalise and evaluate general-	5.1 Use technology to format translated texts according to agreed specifications and end use requirements, and

purpose translations   liaise with clients where required.
5.2 Proofread formatted texts using standard methods to annotate proof corrections.
5.3 Certify translation as required using ***standard methods***.
5.4 Return final version of translated text and ***supporting documentation*** to clients according to agreed procedures and within suitable timeframe.
5.5 Discuss issues and solutions with colleagues and subject advisors and explore process improvement strategies.

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Required Skills and Knowledge

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

Required skills

- analytical skills to:
  - analyse the requirements of assignments in terms of personal skills and capability
  - identify and resolve translation difficulties in general purpose LOTE source texts
  - interpret and apply quality assurance parameters
  - interpret and apply style guides, glossaries and reference material
- communication skills to:
  - consult effectively with clients and colleagues
  - discuss and resolve agreed processes and translating requirements with clients
  - liaise with colleagues to obtain independent quality control and discuss and agree on recommended changes
  - seek assistance from field or subject advisors and peer help groups
- language skills to produce accurate and coherent translated general purpose texts in English, including use of:
  - consistent register and style appropriate to end use
  - correct and idiomatic collocation, lexis and syntax
  - current and consistent vocabulary, including foreign loan words
  - factual correctness, including at the level of tense, gender and singular or plural
  - plain language
  - punctuation, including paragraphing
  - spelling appropriate to audience
  - textual devices that create cohesion and coherence
- literacy skills to:
  - analyse source texts written in plain language and dealing with concepts accessible to the general public
  - assess and use subject information
  - read and apply instructions concerning client needs and end user requirements
  - record translation decisions and justification in glossaries
  - proofread target texts
- organisational skills to:
  - access and return documentation according to client requirements
  - build, use and manage assignment-specific glossaries
- problem-solving skills to address discrepancies in the LOTE that affect transfer

to English
- research skills to:
    - identify translation precedents relevant to assignment
    - make critical use of reference material and resources
    - undertake further research in response to challenges encountered in translation
- self-management skills to:
    - organise and use tools and equipment suitable to task
    - ensure suitable work environment, including adequate light, physical comfort and ergonomic work practices
    - meet time and contract commitments
- technology skills to:
    - use office equipment and information and communications technology for translating, formatting, proofreading and file management purposes
    - develop templates for non-narrative target texts
    - format target texts
- time management skills to ensure source texts are translated, checked, revised, formatted, proofread and returned within required timeframes
- translating skills to translate general purpose LOTE texts into functionally equivalent English texts, including:
    - adaptation
    - contrastive analysis of meaning and language
    - equivalence at the level of discourse, pragmatics, syntax and word
    - grammatical function transposition
    - localisation

Required knowledge

- certification procedures, including underpinning legal and ethical principles
- customs, cultures and socio-political systems and their terminology relevant to assignments
- discourse analysis techniques
- document, file and information management practices and procedures
- awareness of competency and limitations in work role, responsibility and professional abilities
- privacy and confidentiality requirements
- professional procedures and guidelines, ethical practices and business standards applicable to assignments
- purpose and implications of translation
- source language required to analyse and restructure text to clarify meaning
- target language required to produce a functionally equivalent translation that is accurate, coherent and appropriate to end use
- research methodologies and sources of reference material suitable to translating

assignments

- subject, specialist area and culture-specific knowledge relevant to subject of assignments
- tools and equipment relevant to assignments, including relevant conventional technologies
- translating theories and techniques relevant to assignments, including principles of:
    - formal and dynamic translation
    - literal and free translation
    - form based and meaning-based translation
    - direct and oblique 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 translate a general-purpose text from LOTE to English, conveying the purpose and use of the source information in a functionally equivalent translated text. This includes:

- applying language and translating skills required to convey the purpose and use of source texts where there are limited equivalence problems
- using a range of techniques to produce a translation that is accurate and appropriate for the context, target audience and end use
- applying sound subject and context knowledge of the material being translated and a broad general knowledge during the translation process
- using relevant language and research skills and the ability to critically apply resources, including glossaries
- checking and correcting content and formatting of translated text for consistency and accuracy through the exercise of revision and proofreading
- of using a range of word processing and document management technology to produce a target text in required format and within suitable and agreed timeframe
- incorporating revised content and feedback from clients, checking translator and appropriate advisers
- certifying translations using standard methods

Context of and specific resources for assessment	• Evidence for assessment of this unit of competency will make use of scenarios, case studies, translation copy, assignment experiences and, where possible, examples of interactions with colleagues and clients which illustrate a range of skills and strategies for translating general purpose texts from LOTE to English.

Resources for assessment include:

- a range of narrative and non-narrative general purpose LOTE texts and their translated English texts
- examples of critical use of resources such as glossaries and dictionaries, written and memorised
- client feedback and product evaluations
- sources of content information and research
- part and fully completed translated

- general purpose texts in a range of content and subject areas
- translated texts which have addressed cultural and limited equivalence issues
- texts which require further research on content, language and presentation
- evidence of checking, revising, formatting and proofreading
- certified translations

While the content and scenarios may be simulated, evidence for assessment should reflect the conditions of real assignments in translating a range of narrative and non-narrative texts presenting limited equivalence problems and requiring limited research.

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.

General-purpose ***source texts*** may include:	• documents which are in general use by the wider community such as:
	    • product labels and user information
	    • public journal and reference documents
	    • other narrative texts, including newspapers, magazines, posters and brochures
	    • internal and public newsletters
	 • information provided in plain English to the general public in texts related to:
	    • medical
	    • legal
	    • welfare
	    • transport
	    • housing
	    • education
	    • community services
	 • product or service publications and advice
	 • general reports and correspondence
	 • non-narrative texts such as transportation schedules and transcripts of personal and general information such as:
	    • educational and academic records
	    • licences
	    • immigration documents
	    • births, deaths and marriage records
	    • employment records and CV

Reference material may include:	• contextual information, including general information relating to personal and community support systems • bilingual and monolingual dictionaries and glossaries • parallel texts • style guides or manuals • presentation, document lay out and graphics

- thesaurus
- topic and assignment-specific references

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Tools and equipment may include:	- dictionaries and glossaries, including: - bilingual and monolingual - electronic and hard copy - hardware, including: - computers - printers - scanners - templates - tools and equipment including: - internet - voice-operated keyboards - video recording and editing equipment
Analysing source text may include:	- key elements, including: - context - regional, specialist and technical aspects - style - topic - meaning in context - punctuation - purpose - semantic structure - syntactic problems - transfer problems - writing conventions - non-text elements - research and clarification
Restructured text may address:	- anomalies in terminology - ambiguity and confused references - cultural sensitivities and equivalence issues - lexical, linguistic or structural deficiencies
Resources may include	- human resources, such as: - field or subject experts - peer help groups and opposite language colleagues - reference material - examples of previously translated texts and presentations
Appropriate may include:	- adaptation - extract and certification

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	• localised text
	• register and style appropriate to audience and purpose of translation
	• suitable orthography and punctuation, including paragraphing
	• suitable vocabulary
Standard methods of certification may include:	• applying translator authority to translation according to legal, organisational and professional requirements, such as:
	• across pages
	• inserted header or footer text
	• on every page of source and target text
	• using signature or initials
	• using such things as:
	• affidavits
	• NAATI stamp
	• separate statement
	• statutory declarations
Supporting documentation may include:	• background information
	• legal instruments certifying translated text, such as:
	• affidavits
	• statutory declarations
	• source text
	• updated assignment-specific glossary

Unit Sector(s)

Not applicable.

Competency field

Translating and Interpreting.