Australian Government

Department of Education, Employment and Workplace Relations

PSPTIS611A Translate special purpose texts from LOTE to English

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INDUSTRY SKILLS COUNCILS

Creating Australia's Future

PSPTIS611A Translate special purpose texts from LOTE to English

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 special 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 conceptual understanding of the specialist material being translated and its context in order to produce translations that are accurate and appropriate for the context, target audience and end use. The language transfer process described in this unit requires high-order language skills and the ability to apply specialist resources and subject specific glossaries, including specialist bilingual glossaries.
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 special purpose texts where the subject of the text has its own specific terminology and where there may be significant equivalence problems and the need to undertake extensive research and translate complex language and concepts. The purpose of translating is to convey information written using specific terminology for a specific audience.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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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.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Analyse special 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 assignments and meet client requirements. 1.3 Identify complex 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 experiences in related texts to determine key elements and potential translation quality issues. 1.6 Restructure source texts to clarify meaning and address issues arising with clients. 1.7 Choose approach to translation suitable to target audience and purpose of translation.
2 Translate LOTE source texts to draft texts in English	2.1 Research and apply established translation precedents and information from ***resources aimed 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 subject-specific terminology and concepts, 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 experts. 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	5.1 Use technology to format translated texts according to

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evaluate translations	agreed specifications and end use requirements, and liaise with clients where required. 5.2 Proofread formatted texts using standard methods to annotate proof corrections. 5.3 Return final version of translated texts and ***supporting documentation*** to clients according to agreed procedures and within suitable timeframe. 5.4 Discuss issues and solutions with colleagues and advisers 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 issues and difficulties in special purpose LOTE source texts
  - interpret and apply quality assurance parameters to translation methods and presentation
  - interpret and apply style guides, specialised reference material, including glossaries
  - research and synthesise relevant subject -specific information
- communication skills to:
  - consult effectively with clients and colleagues
  - discuss and resolve agreed processes and translating requirements with clients
  - seek assistance from field or topic experts and peer help groups
  - liaise with colleagues to obtain independent quality control and discuss and agree upon recommended changes
- language skills to meet complex demands producing accurate and coherent translated special-purpose texts in English, including use of:
  - consistent use of wide range of registers and styles appropriate to end use
  - correct and idiomatic collocation, lexis and syntax
  - current and consistent specialist vocabulary, including foreign loan words
  - factual correctness, including at the level of tense, gender and singular or plural
  - complex language
  - punctuation, including paragraphing
  - spelling appropriate to audience
  - textual devices that create cohesion and coherence
- learning skills to expand technical capabilities in specialised fields
- literacy skills to:
  - analyse source texts written using specific terminology and complex language or dealing with complex concepts
  - assess and use subject information
  - read and translate at a level to cope with a range of specialised genres and technical language or to translate in a single complex and specialised subject area
  - research complex and detailed information from a range of high level,

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technical and conceptual sources
    - record translation decisions and justification in glossaries
    - proofread target texts
- organisational skills to:
    - access and return documentation according to client requirements
    - apply strategies for efficient client services
    - build, use and manage assignment-specific glossaries
- problem-solving skills to:
    - address discrepancies in other language that affect transfer to English
    - manage conflicting and inconsistent client objectives
    - identify strategies to educate clients in translation protocols and expectations
- research skills to:
    - identify translation precedents relevant to assignments
    - make critical use of reference material
    - source and use specialised resources
    - undertake advanced research in response to challenges encountered in translation
- self-management skills to:
    - develop specialised capabilities in response to work experiences and demands
    - ensure suitable work environment, including adequate light, physical comfort and ergonomic work practices
    - meet time and contract commitments
    - organise and use tools and equipment suitable to task
- technology skills to:
    - use office equipment and information and
    - communications technology for translating, formatting, proofreading and file management purposes
    - for Auslan/English translations the ability to use video recording, viewing and editing equipment
    - format target texts
- time management skills to ensure source texts are translated, checked, revised, formatted, proofread and returned within required timeframes
- advanced translating skills to translate special 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

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- text manipulation to clarify meaning

Required knowledge

- awareness of competency and limitations in work role, responsibility and professional abilities
- discourse analysis techniques
- professional procedures and guidelines, ethical practices and business standards applicable to assignments
- advanced research methodologies and sources of reference material suitable to translating assignments
- extensive and high level subject, specialist area and culture-specific knowledge relevant to subject of assignments
- high-order target language required to produce a functionally equivalent translation that is accurate, coherent and appropriate to end use
- tools and equipment relevant to assignments, including relevant conventional and translation-specific technologies, such as computer assisted translation (CAT) software
- document and editing conventions such as proofreading, copy editing, footnoting, indices, tables and graphs, graphics, captions and presentation for publication
- source language required to analyse and restructure complex source text to clarify 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
- translating theories relevant to assignments, including principles of:
  - formal and dynamic translation
  - literal and free translation
  - form based and meaning-based translation
  - direct and oblique translation
- thorough and comprehensive English and LOTE specialist field systems, conventions and subject dimensions
- document, file and information management practices and procedures relevant to assignments and product context
- OHS practices and procedures specific to the demands of translating
- privacy and confidentiality requirements
- purpose and implications of translation

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- intellectual property and copyright conventions

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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 special-purpose texts from another language to English, conveying the purpose and use of the source information in a functionally equivalent translated text. This includes:

- applying high-order language and translating skills required to convey the purpose and use of source texts where there are significant equivalence problems and complex language and concepts
- using a range of advanced techniques to produce a translation that is accurate and appropriate for the context, target audience and end use
- applying sound conceptual understanding of the specialist material being translated and its context
- using high-order language and advanced research skills and the ability to critically apply specialist resources and subject-specific glossaries, including specialist bilingual glossaries.
- checking and correcting content and formatting of translated text for consistency and accuracy and compliance with editing and publishing conventions through the exercise of revision and proofreading
- consulting checking translator and appropriate advisers and incorporating feedback into processes and products
- using a wide range of word processing and document management technology to produce a target text in required format and within suitable and agreed timeframe
- explaining and defending translation choices in a professional manner

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 special purpose texts from LOTE to English.
Resources for assessment include:

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- a range of specialist LOTE texts and their translated English texts demonstrating different purpose, audience, document production, text and language complexity and extent of resources consulted
- contracts and client conditions for a range of assignments
- examples of critical use of resources from the range statement
- examples of use of style guides, procedures for editing and publication.
- opportunity to observe and question the candidate translating a functionally equivalent text, according to required client requirements, format and within agreed timeframe
- examples of a range of complex research resources and strategies
- evidence of checking, revising, editing and formatting

Guidance information for assessment

While the content and scenarios may be simulated, evidence for assessment should reflect the conditions of real assignments in translating a range of texts presenting significant equivalence problems and the need to undertake extensive research and translate complex language and concepts.

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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.

Special purpose ***source texts*** may include:

- material with its own specific terminology, such as:
  - academic papers
  - commercial correspondence and official reports
  - instructional texts, such as technical and educational materials and guides
  - complex legal, medical, financial or scientific texts and reports
  - licensing and patent material
  - complex product or service manuals, user guides and information
  - technical texts containing field-specific information or terminology
  - specialised and detailed texts for limited, specific audiences

Reference material may include:

- contextual and specialist information, including:
  - specialist information relating to topic and specialised area of translation
  - wider background and supplementary information to enhance application of contexts
- the internet, specialist websites
- bilingual and monolingual dictionaries and glossaries
- parallel texts
- style guides or manuals
- thesaurus
- customised and client provided assignment-specific references

Tools and equipment may include:

- dictionaries and glossaries, including:
  - bilingual and monolingual
  - electronic and hard copy
  - assignment, client and topic-specific
- hardware, including:
  - computers
  - printers

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    - scanners
- tools and equipment, including:
    - translation memory software
    - voice-operated keyboards
    - internet web sites
    - video recording, viewing and editing equipment
- virtual networking or collaboration media, such as e-forums and internet communication

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Analysing source texts may include:	• key elements, including:
	  • context
	  • regional, specialist and technical aspects
	  • style
	  • topic
	• specialist vocabulary, language conventions and terminology
	• meaning in context
	• layout and design
	• 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 topic experts
	  • peer help groups and opposite language colleagues
	• reference material
	• examples of previously translated material

Appropriate may include:	• adaptation • level of complexity • localised text • register and style appropriate to audience and purpose of translation • specialised genres • suitable orthography and punctuation, including paragraphing • suitable vocabulary, including technical language
Supporting documentation may include:	• background information • source text • updated assignment-specific glossary

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Unit Sector(s)

Not applicable.

Competency field

Translating and Interpreting.

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