Australian Government

Department of Education, Employment and Workplace Relations

PSPTIS612A Use translation technology

Revision Number: 3

ISC INDUSTRY SKILLS COUNCILS
Creating Australia's Future

PSPTIS612A Use translation technology

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 use commercial translation technologies designed to streamline and speed translation tasks. It requires sound understanding of the applications and limitations of the technology. It also requires the ability to reflect the purpose and potential use of the source information in the translation and its implications for the technology.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication

Application of the Unit

This unit applies to translators using computer programs and software specific to translation and document production.

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. Prepare to use translation technology	1.1 Check translation **technology** and confirm familiarity and useability with **reference material**, its suitability for the assignment and address issues and limitations.
	1.2 Negotiate use of translation technology based on client's requirements and **resources** and the **implications** for the source text and assignment conditions.
	1.3 Confirm currency and version of equipment and upgrade if required.
	1.4 Consider and select client agreed consistent applications of terminology and identify and address **special requirements**, potential translation difficulties and transfer errors associated with the use of translation technology.
	1.5 Confirm shared access to glossary and **supporting documentation** with client.
2 Translate source text to draft target text using translation technology	2.1 Use translation technology appropriate to the translation task.
	2.2 Manage the technology's translation assets such as memory, glossary and search functions as applicable, to optimise productivity and efficiency.
	2.3 Identify the benefits of consistent and rapid applications to achieve the client's purpose.
	2.4 Use translation technology to respond to mismatches and gaps in vocabulary and expressions and monitor adjustments to glossary and translation memory.
	2.5 Use translation technology to produce a draft translation of source text that is factually accurate and appropriate for assignment requirements.
3 Manually check draft translation	3.1 Critically evaluate translation of terminology and concepts achieved by using technology.
	3.2 Discuss and resolve outstanding difficulties with technology with client or specialist colleagues and undertake further applications if required.
4 Evaluate use of translation technology	4.1 Complete required **special requirements** and **supporting documentation** according to available applications of technology.
	4.2 Submit target text to appropriate persons and retain copies of documentation and glossary for future reference, according to confidentiality, legal and business requirements.
	4.3 Discuss issues concerning the use of technology and solutions with relevant persons and explore 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:
  - assess the suitability of translation technology for specific assignments
  - identify and address limitations in translation technology
- communication skills to:
  - negotiate technology issues with clients
  - identify and confirm translation process and outcomes with client
  - inform and educate clients on translation protocols and expectations related to translation technology
- initiative and enterprise skills to:
  - adapt practices to translation technology
  - seek assistance for requirements beyond personal competence and experience
  - identify personal skill gaps and undertake professional development in specific applications.
- language skills to meet source and target text requirements, given the applications of the translation technology
- learning skills to expand technical capabilities in new software and applications
- literacy skills to:
  - assess and use technical information and instructions related to translation software
  - research information on translation equipment, software and applications
  - optimise the efficiencies of program glossaries
- organisational skills to:
  - optimise the benefits of translation software to access, complete and return documentation according to client document management administration procedures
  - build, use and manage assignment-specific glossaries available in programs
  - meet professional obligations
- problem-solving skills to:
  - develop strategies for addressing the limitations and skills development associated with using translation technology
- self-management skills to:
  - adapt to the timeframes and productivity benefits of translation technology
  - ensure suitable work environment, including adequate ambient light, own physical comfort and ergonomic work practices
- technical skills to:
  - use computer programs to streamline and speed translation tasks

- use a range of computer translating, research, search and editing tools and equipment
- for Auslan/English translations, the ability to use video recording, viewing and editing equipment
- time management skills to ensure source texts are translated, formatted, proofread and returned within required timeframes

Required knowledge

- suitability and limitations of commercial software and applications for translating and editing
- electronic file and information management protocols and procedures
- awareness of skill needs and skill development opportunities
- OHS practices and procedures relevant to using translation technology
- professional procedures and guidelines, ethical practices and business standards applicable to assignment
- computer research and search programs, applications and methods
- for Auslan/English translations, knowledge of appropriate translation technology
- tools and equipment relevant to assignment, including developing technologies, such as computer assisted translation software

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 use commercial translation technologies designed to streamline and speed translation tasks. This will include: • analysing the benefits, suitability and limitations of translation technology to text and task • applying specialised translation technology knowledge to the translation process • critically evaluating translation achieved by using technology and resolving outstanding difficulties • proofreading texts and checking formatting of translated text for accurate applications of translation technology • discussing issues concerning the use of technology in translation and exploring improvement strategies.

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 using translation technology in translating.
	Resources for assessment include:
	
	• range of examples of source texts translated using examples of current translation technology
	• observation and questioning of candidates using:
	   • suitable translating technology
	   • a range of computer research applications
	   • for Auslan/English translations using video recording and editing equipment
	   • supporting computer applications such as printers and communication programs
	
	Evidence will be based on the applications of translation technology currently available and able to be readily accessed by the candidate.

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.

Technology may include:	• appropriate CAT tool, versions and compatibility and applications
	• electronic dictionaries and glossaries, including:
	• hardware, including:
	• computers
	• printers
	• scanners
	• productivity tools, including:
	• translation memory software
	• voice-activated keyboards
	• video recording, viewing and editing equipment
	• virtual networking or collaboration media, such as e-forums and Skype
Reference material may include:	• program user guide and help facility
	• translation technology reviews in specialist and professional publications
	• client requirements and specifications
	• style guides or manuals
	• technical experts
	• topic, specialised area and assignment-specific references
Resources may include	• human resources, such as:
	• content and technical experts
	• peer help groups and opposite language colleagues
	• reference material
Implications may apply to:	• level of complexity
	• localised text
	• specialised genres
	• suitable orthography and punctuation, including paragraphing
	• consistent use of suitable vocabulary, including technical language

	• non-text material
Special requirements may include:	• applying codes, such as numbers or letters to source
	• matching source and target pagination
	• formatting translation to facilitate ready cross-referencing against source
	• use of client-supplied translation memory
Supporting documentation may include:	• background information
	• source documents
	• updated assignment-specific glossary
	• updated translation memory

Unit Sector(s)

Not applicable.

Competency field

Translating and Interpreting.