



Australian Government

Department of Education, Employment and Workplace Relations

PSP52312 Diploma of Translating

Release: 1

PSP52312 Diploma of Translating

Modification History

Release	TP Version	Comments
1	PSP12 V1	First release. Supersedes and equivalent to PSP52310

Description

The Diploma of Translating reflects the skills and knowledge required to translate general purpose texts from one language to another to convey information written in plain language to a limited and known audience.

Job roles

Employment in translating varies with the market for translated material in particular languages and domains. The Diploma prepares translators to translate texts where there are limited equivalence problems, plain language and concepts accessible to the general public, and limited requirement for research on the subject beyond client resources. Limited and known audiences may include the clients of community services, educational institutions, community information services and businesses, or may relate to government client relationships. Assignments may involve additional quality assurance to achieve functional equivalence. The majority of translators are self-employed and are contracted either directly or through translation service providers to work on translating assignments. Translators may be contracted to work in a team.

Pathways Information

Pathways into the qualification

Candidates may enter the qualification through demonstrated language proficiency in English and another language at a level required to undertake and complete the requirements of training and assessment for this qualification. Proficiency may also be demonstrated through recognised or accredited language qualifications or through an RTO determined assessment of current competency.

Pathways from the qualification

After achieving this qualification, candidates may undertake the Advanced Diploma of Translating or the Advanced Diploma of Interpreting. Articulation into programs in higher education may be possible from this Diploma.

Certain employment conditions, assignments and work roles may require practising translators and interpreters to have NAATI accreditation. This may be achieved through completion of a NAATI approved qualification at the standard required by NAATI and/or, through NAATI testing.

RTOs may use the addition of a field of study to the title of this qualification to indicate the language under which the qualification was assessed. For example, if assessment is conducted using Japanese as the language being interpreted/translated, the testamur may bear the wording Diploma of Translating (Japanese).

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • comprehend and use a range of information sources • read and note resources for future reference • update and manage glossaries • discuss translation process, outcomes and potential difficulties • relate to people from a range of social, cultural and ethnic backgrounds and with a range of levels of communication • seek advice to inform assessment of assignment • make clients aware of translating protocols and expectations • convey decision to accept or decline assignment in a professional and timely manner • read client-provided information and establish its key features • translate effectively from source to target languages.
Teamwork	<ul style="list-style-type: none"> • confirm assignment requirements and difficulties with clients and colleagues • interact with a wide range of people from culturally and linguistically diverse backgrounds • seek assistance from and provide advice to clients, specialist advisors and peers • participate in industry events and activities • build professional relationships • work with others who may not understand translation process.
Problem-solving	<ul style="list-style-type: none"> • analyse the demands of assignments • negotiate in discussions of cross-cultural expectations • clarify client requirements, performance expectations, agreement terms and conditions, and agreed approach to the task • determine strategies to address areas of skill

	<p>needs, logistics and potential ethical issues</p> <ul style="list-style-type: none">• identify and resolve translation difficulties and transfer errors in source texts• interpret and apply quality assurance parameters• interpret and apply style guides, glossaries and reference material• determine cultural concepts and cues embedded in languages.
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Initiative and enterprise	<ul style="list-style-type: none"> • assess personal competence to meet task requirements • organise professional development activities • analyse and identify career options • create a balance between work, study, personal and recreation activities • address discrepancies in source language that affect transfer to target language • identify translation precedents relevant to assignment • make critical use of reference material • undertake further research in response to challenges encountered in translation • evaluate performance according to client expectations • seek debriefing and support where required.
Planning and organising	<ul style="list-style-type: none"> • manage an effective work environment and resources • identify suitable resources and update specialist and non-specialist knowledge • select and make critical use of precedents and reference material • make efficient use of print, electronic and human resources • build, prepare, use and manage bilingual glossaries • access and return documentation according to client requirements • keep records safe and retrievable.
Self-management	<ul style="list-style-type: none"> • plan personal priorities and daily tasks for maximum efficiency of work time and to undertake preparation within required assignment timeframe • organise and use tools and equipment suitable to task • behave professionally in all situations, including in emergencies and with time pressures • apply code of practice and other legislative requirements to work processes.
Learning	<ul style="list-style-type: none"> • identify gaps in skills or knowledge • obtain competencies to meet current and

	<p>future professional requirements</p> <ul style="list-style-type: none">• participate in professional networks• consult with colleagues and clients• reflect on practice and use opportunities to enhance skills.
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Technology	<ul style="list-style-type: none"> • make efficient use of electronic resources • select and use resources, techniques and equipment • use office equipment and information and communications technology for translating, formatting, proofreading and file management purposes • use translation software • apply document, file and information management practices and procedures.
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Packaging Rules

10 units of competency are required for this qualification:

- 5 core units
- 5 elective units

Of the 5 elective units, select:

- at least one unit from Group A
- 4 units from Group B, or the remaining Group A unit, or units from any endorsed Training Package qualification or Accredited Course, provided that the selection maintains the integrity of the qualification level.

Core units	
PSPTIS501A	Negotiate translating and interpreting assignments
PSPTIS502A	Prepare to translate and interpret
PSPTIS503A	Apply codes and standards to ethical practice
PSPTIS508A	Analyse texts to be translated (LOTE)
PSPTIS512A	Demonstrate written language proficiency in different subjects and cultural contexts
Elective units	
Group A	
PSPTIS505A	Translate general purpose texts from English to LOTE
PSPTIS513A	Translate general purpose texts from LOTE to English
Group B	

PSPTIS504A	Maintain and enhance professional practice
PSPTIS511A	Demonstrate language proficiency in different subjects and cultural contexts
BSBADM506B	Manage business document design and development
BSBDIV301A	Work effectively with diversity
BSBLEG304A	Apply the principles of confidentiality and security within the legal environment
BSBLEG305A	Use legal terminology in order to carry out tasks
BSBMED301B	Interpret and apply medical terminology appropriately
BSBOHS303B	Contribute to OHS hazard identification and risk assessment
BSBREL402A	Build client relationships and business networks
BSBRKG304B	Maintain business records
BSBRSK401A	Identify risk and apply risk management processes
BSBSMB406A	Manage small business finances
BSBSMB408B	Manage personal, family, cultural and business obligations
BSBWRT401A	Write complex documents
ICAICT203A	Operate application software packages
ICAICT308A	Use advanced features of computer applications
ICAICT408A	Create technical documentation