



Australian Government

PSPTIS002 Build glossaries for translating and interpreting assignments

Release: 1

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Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to develop glossaries for translating and interpreting assignments. It includes the ability to identify and source suitable reference material, and to make efficient use of tools and equipment.

This unit applies to those working as translators and interpreters who are responsible for minimising risks associated with inadequate preparation, or collaborating with colleagues in translating and interpreting tasks.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures should be consulted and industry codes and standards for ethical translating and interpreting adhered to.

Those undertaking this unit would work independently using support resources as required while performing specific tasks in a range of contexts.

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

Competency Field

Translating and interpreting

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	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 of conditions section.
1. Analyse assignment information	1.1 Obtain and analyse assignment documentation and related background material. 1.2 Consider assignment requirements and need for glossary sharing

	to decide approach and format. 1.3 Select and obtain tools and equipment and identify up-to-date, relevant and comprehensive resources.
2. Establish familiarity with topic and context	2.1 Access and make critical use of sources of information and reference material. 2.2 Critically analyse terminology in context and record selections in assignment-specific glossary template. 2.3 Identify areas requiring further subject knowledge and seek additional information from client, specialist advisors, or colleagues.
3. Review and evaluate glossary	3.1 Review preparation to confirm it addresses assignment requirements and update glossary as necessary. 3.2 Consider and implement adjustments to improve process and outcomes of future preparation.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy NA				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Assessment Requirements for PSPTIS002 Build glossaries for translating and interpreting assignments

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Performance evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified, the candidate must demonstrate evidence of performance of the following in at least two assignments: for written languages one translating, one interpreting assignment; for languages without written form, two interpreting assignments.

- making efficient use of suitable print, electronic and human resources
- preparing, updating and managing glossaries
- reading and noting information sources for future reference
- setting up glossaries for shared use
- using internet search techniques to research precedents and inform target language choices
- using technology to create and use glossary templates

Knowledge Evidence

Knowledge evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified, the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- file and information management procedures, including processes for storing, retrieving and returning assignment material
- key sources of information to inform assignment preparation
- privacy and confidentiality requirements
- requirements for shared glossaries
- structure and function of interpreting and translation glossaries

Assessment Conditions

Evidence must include examples of glossaries developed for assignments.

Consideration must be given to holistic assessment for this unit. Refer to advice in the Companion Volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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