



Australian Government

PSPTIS022 Translate general purpose texts from English to LOTE

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. This unit supersedes and is equivalent to PSPTIS505A Translate general purpose texts from English to LOTE. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.2, 1.3, 1.4 and 1.6 removed • PC 2.3, 2.4 removed • PC added to Element 3 • PC 5.3, 5.5 removed

Application

This unit describes the skills required to translate general purpose texts from English to a language other than English (LOTE). It identifies the skills needed to convey the purpose and use of the source information in functionally equivalent translated texts for a limited and known audience.

This unit applies to those working as translators of general purpose texts. General purpose texts are those intended to convey information to a limited and known audience. The text is written in plain language, and the language and concepts expressed are accessible to the general public. There are limited equivalence problems between source and target text and limited requirement for research on the subject beyond client resources.

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 must 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 familiar and unfamiliar 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 English general purpose source texts	1.1 Receive and manage source texts according to client requirements and conditions and confirm they are complete and legible. 1.2 Analyse source texts to determine key elements and potential translation problems. 1.3 Choose approach to translation suitable to purpose and target audience.
2. Translate English source texts to draft texts in LOTE	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 Produce draft translations of source texts that are accurate and coherent and appropriate for end use. 2.4 Record translation decisions and justification in glossary.
3. Check draft translations	3.1 Identify and correct errors, fidelity issues and unsupported translation decisions. 3.2 Check translations, correct errors and amend and improve target texts. 3.3 Critically evaluate consistency, accuracy and functional equivalence of translated text. 3.4 Submit draft translation and glossary to checking translator or subject advisor for review.
4. Revise translations	4.1 Assess and incorporate advice from checking translator and subject advisor. 4.2 Discuss and resolve outstanding issues with appropriate persons as necessary. 4.3 Undertake further revision until target text is functionally equivalent to source text.
5. Finalise and evaluate translations	5.1 Use technology to format translated texts according to agreed client specifications and end use requirements. 5.2 Proofread formatted texts using standard methods to annotate proof corrections.

	5.3 Submit final version of translated text and supporting documentation to clients.
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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

This unit supersedes and is equivalent to PSPTIS505A Translate general purpose texts from English to LOTE.

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 PSPTIS022 Translate general purpose texts from English to LOTE

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. Assessment Requirements created drawing upon specified assessment information from superseded unit

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 on at least two occasions.

- using techniques to produce a functionally equivalent translation that is accurate and appropriate for the context, target audience and end use, including:
 - adaptation
 - contrastive analysis of meaning and language
 - equivalence at the level of discourse, pragmatics, syntax and word
 - grammatical function transposition
 - localisation
 - text manipulation to clarify meaning
- applying sound subject and context knowledge of the material being translated
- using relevant source language and research skills and the ability to critically apply resources, including glossaries, style guides and reference material
- using consistent register and style appropriate to end use
- using correct and idiomatic collocation, lexis and syntax
- using current and consistent vocabulary, including foreign loan words
- ensuring factual correctness, including at the level of tense, gender and singular or plural plain language
- using correct target language punctuation and paragraphing
- using spelling appropriate to audience
- using textual devices that create cohesion and coherence, including cohesive markers and substitution devices
- checking and correcting content and formatting of translated text for consistency and accuracy

- using word processing and document management technology
- meeting time and contractual requirements

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.

- purpose and implications of translation, including types of translation defined in international standards
- 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
 - equivalence and functional equivalence

Assessment Conditions

Assessment of this unit of competency must include use of translation source and target texts, examples of research and glossaries, assignment experiences and examples of interactions with colleagues and clients that demonstrate diverse skills and strategies for translating general purpose texts from English to LOTE.

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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