



Australian Government

PSPTIS026 Demonstrate routine written LOTE proficiency in different subjects and cultural contexts

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 read and write routine information in a language other than English (LOTE) to meet the written language and communication needs of translating general purpose texts. It covers reading of a range of documents and writing routine documents, including letters and brief reports.

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.

This unit applies to those working as translators in a range of fields and contexts.

There is no direct parity with any formal language proficiency ratings or assessment framework, but this unit broadly relates to International Second Language Proficiency Ratings (ISLPR) 3.

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 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	Performance criteria describe the performance needed to demonstrate

the essential outcomes	achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Read and understand routine documents	1.1 Scan documents and confirm they are complete and legible. 1.2 Identify main ideas, key facts and requirements. 1.3 Interpret any accompanying visual information to support comprehension. 1.4 Identify document tone and purpose.
2. Write routine documents	2.1 Prepare routine documents using key words, phrases, simple sentences and visual aids as required. 2.2 Clearly and accurately convey main ideas, facts and details in written text. 2.3 Provide clear written directions and instructions in a logical order. 2.4 Support written communication with use of appropriately sequenced LOTE expressions and sentences. 2.5 Adhere to workplace and cultural conventions and protocols when preparing written documents. 2.6 Provide written responses to documents in an appropriate format and tone.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

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 PSPTIS026 Demonstrate routine written LOTE proficiency in different subjects and cultural contexts

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

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.

- understanding meaning with reasonable accuracy when reading LOTE texts related to straightforward, everyday situations
- using LOTE writing skills to communicate meaning effectively in routine documents (some errors may occur in writing, provided facts are not distorted and meaning is clear), including:
 - providing factual information
 - responding to requests for general assistance

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.

- grammar, spelling and punctuation conventions
- features specific to the language, including vocabulary and sentence structure
- vocabulary required to support specific workplace activities

Assessment Conditions

Assessment of this unit of competency must require the candidate to read and write routine documents in a 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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