



Australian Government

PSPTIS061 Quality assure translations

Release: 1

PSPTIS061 Quality assure translations

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 PSPTIS602A Quality assure translations. • PC 2.4 added from Element 3 • PC2.3 revised • PC 3.1 removed • 3.2 revised • 3.5 removed • 4.2 added from Element 3 • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to objectively check and proof the translated text of another translator. Quality assurance ensures that content is factually accurate, complete and correctly targeted to its intended end use, and does not alter the message of the source text. The unit requires high level language and analytical skills to identify translation difficulties and transfer errors, and the research skills to source information that will clarify content issues.

This unit applies to those working translators who undertake a range of quality assurance checks of a translated text for original translators, clients or commissioning service providers.

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 a broad range of support resources as required, while performing sophisticated tasks in a range of specialised 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. Prepare to check translation	1.1 Identify and confirm work requirements, performance expectations and end use of text, and agree approach. 1.2 Obtain and review source and translated text files and associated glossary and documentation and determine personal competence and willingness to undertake assignment. 1.3 Select and prepare references and equipment.
2. Compare translated text to source text	2.1 Analyse source text and identify subject and key elements. 2.2 Check coherence of translation and identify translation problems and transfer errors. 2.3 Compare translated text to source text for completeness and factual and linguistic accuracy. 2.4 Evaluate translation fitness for purpose and identify relevant issues. 2.5 Undertake research and make critical use of references to address problems, errors and questions from the original translator. 2.6 Resolve translation problems and record findings and decisions in glossary, citing sources.
3. Propose amendments to translation	3.1 Make revisions to text using an agreed process and ensure amendments are visible and queries resolved. 3.2 Annotate text where necessary and give clear instructions to desktop publisher where required. 3.3 Provide objective advice in response to questions and propose corrections to text within level of expertise.
4. Submit quality assured translation	4.1 Provide checked translation to client or original translator in line with agreed arrangements and confirm that it meets client requirements. 4.2 Discuss proposed corrections to text with appropriate persons according to established procedures and code of ethics. 4.3 Retain copy of checked translation and associated documentation for future reference, according to privacy and business protocols. 4.4 Seek feedback from relevant persons and explore process improvement strategies.

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				

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 PSPTIS602A Quality assure translations.

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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