



Australian Government

PSPTIS068 Demonstrate complex written English 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 English fluently and accurately, to meet the written language and communication needs of translating special purpose texts. The language competence involves reading, analysing and summarising skills, which can be applied to a range of commercial, professional and literary documents.

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) 4 to 4+.

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 complex 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. Read and	1.1 Scan documents and confirm they are complete and legible.

analyse complex documents	1.2 Read documents and identify explicit and implicit information, ideas, technical information and writer intent. 1.3 Interpret any accompanying visual and graphics material. 1.4 Identify the culturally specific meaning contained in documents.
2. Provide summaries of complex written documents	2.1 Capture and convey information and nuances of meaning in summaries of complex written documents, taking into consideration cultural differences and idiolects. 2.2 Provide any additional explanation or comments to clarify meaning and culturally specific details.
3. Write professional and commercial documents	3.1 Produce written documents in English, according to recognised conventions, standards and formats. 3.2 Use standard communication and information management technology. 3.3 Ensure content of documents is appropriate to audience and purpose. 3.4 Develop ideas in appropriate depth to meet the requirements of the particular subject and cultural context. 3.5 Tailor language to meet requirements of the situation, observing written English social and cultural conventions. 3.6 Draft and edit documents to minimise errors so that intended meaning is clearly conveyed.

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 PSPTIS068 Demonstrate complex written English 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.

- reading and writing documents required for purposes on various subjects and cultural contexts that include some complex ideas and concepts
- preparing written documents with clear and fluent expression of information and ideas that are appropriately structured and aligned to the audience and cultural context

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.

- standard formats and protocols for typical documents appropriate to the document purpose and particular language
- linguistic knowledge and writing conventions for the language being assessed, including:
 - grammar, spelling and punctuation conventions
 - social, professional, literary and cultural conventions
 - technical vocabulary for specific subject areas and contexts
 - ways to convey nuances of meaning
 - register appropriate to purpose and audience

Assessment Conditions

Assessment of this unit of competency must require the candidate to read and write complex documents in English.

Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

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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