



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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