



Australian Government

Assessment Requirements for PSPTIS070

Prepare translated transcripts

Release: 1

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 Assessment Requirements created drawing upon specified assessment information from superseded unit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

- producing transcripts in the language of the source material that are faithful to the delivery of the original, including errors of grammar and syntax and prosodic features of speech
- noting duration of pauses and assigning time codes
- analysing spoken and coded language for meaning and identifying intonation and stress
- translating transcripts with reference to time codes
- applying client requirements relating to translated transcripts of audiovisual recordings, including style guides
- using office and other technology to prepare and format source language transcripts and target language translations

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.

- translating conventions and style rules related to translation of transcripts
- time code conventions
- transcription techniques and principles
- purpose and potential use of diverse transcript translations
- rules of evidence
- range of resources, tools and equipment appropriate to transcription and translation task
- specialist terminology related to the assignment context

- secure file management and record keeping

Assessment Conditions

Assessment of this unit must include use of an environment with access to suitable equipment and technology reflecting current practice. While the content and scenarios may be simulated, evidence must reflect the conditions of real assignments in preparing and translating transcripts diverse purposes.

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

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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