



Australian Government

PSPTIS070 Prepare translated transcripts

Release: 1

PSPTIS070 Prepare translated transcripts

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 PSPTIS609A Prepare translated transcripts. • PC 2.2, 2.3 revised • PC 3.5 removed • PC 3.2 revised • PC 4.1 split into two • Element 6 removed • PC 6.1 moved to Element 5 • PC 6.2 removed • 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 translate transcripts of audiovisual recordings from a source language into target language, ensuring they are accurate and appropriate for context and end use. It requires understanding of the purpose and potential use of the information and a high level of comprehension of spoken language and the context in which it is spoken. It requires the ability to translate into the same register and to work between speaking and writing. The translator may be required to collaborate with others involved in the process.

This unit applies to those working as translators who prepare transcripts and translations of transcripts for various purposes, particularly surveillance and investigations leading to legal proceedings. Those undertaking this work may be required to testify in court regarding the accuracy and fidelity of the translated transcript.

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 the overarching 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 for audiovisual transcription	1.1 Confirm client requirements including protocols and procedures and their implications for personal capacity to undertake the assignment. 1.2 Check resources and equipment and address problems through agreed processes. 1.3 Review source material to confirm context and identify and address issues arising.
2. Prepare transcripts of source material	2.1 Attend actively to source material to become familiar with speakers and context. 2.2 Record notes in target language and begin building a glossary to support the translation task. 2.3 Apply strategies to address problems of understanding, including identifying potentially hidden or implied meaning of utterances. 2.4 Prepare summaries of source material in the required language. 2.5 Collaborate with team members to discuss and clarify issues and identify sections of source material to be translated 2.6 Attend to source material and prepare source language transcripts, applying conventions, including time codes.
3. Draft translation of transcripts of source material	3.1 Analyse and identify translation difficulties in source material, seeking assistance if required. 3.2 Refer to and update assignment-specific glossaries and make critical use of other reference material to identify meaning in context. 3.3 Identify areas requiring further research and seek required information or specialist advice. 3.4 Prepare draft translation of transcripts in the register of the source material, as appropriate for context and end use.
4. Check draft	4.1 Check translation for consistency, accuracy and fitness for

translations of transcripts	purpose 4.2 Identify and correct errors, fidelity issues and unsupported translation decisions. 4.3 Collaborate with appropriate advisers to obtain independent quality control and assess and incorporate changes to identified translation errors.
5. Finalise translation	5.1 Use technology to format translation according to agreed specifications and end use requirements. 5.2 Proofread translation and finalise according to assignment requirements. 5.3 Complete any necessary supporting documentation according to client requirements. 5.4 Return source material according to agreed procedures and timeframe. 5.5 Secure assignment related documentation. 5.6 Consider and implement adjustments to improve process and outcomes of future translations of transcripts.

Foundation Skills

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

Unit Mapping Information

This unit supersedes and is equivalent to PSPTIS609A Prepare translated transcripts.

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 PSPTIS070 Prepare translated transcripts

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.

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