



Australian Government

PSPTIS087 Use note taking to recall and reproduce source messages (LOTE-English)

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. This unit supersedes and is equivalent to PSPTIS510A Analyse, recall and reproduce source messages. • Unit code updated • Unit title changed • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.1 revised • PC 1.4-1.5 re-ordered and revised • PC1.6 added • PC 2.5 re-ordered. PC 3.4 revised

Application

This unit describes the skills required to analyse the meaning of a source language message and to reproduce the message in the same language, applying note taking and other strategies to support retention and recall.

This unit applies to those working as interpreters in the consecutive mode who need to quickly and accurately analyse, remember and reproduce messages from a diverse range of sources, subjects and contexts.

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 adhered to.

Those undertaking this unit would work independently using support resources as required, while performing complex tasks in a range of sometimes unpredictable 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. Analyse source messages	1.1 Attend to source utterances and make adjustments to assist concentration and comprehension. 1.2 Analyse discourse and speaker's strategies to predict discourse direction. 1.3 Determine key information and relationships between linguistic and non-linguistic elements in the utterances. 1.4 Identify structural elements of discourse. 1.5 Identify factors affecting the meaning of utterances.
2. Recall source messages	2.1 Use a range of encoding and other strategies to support, retain and ensure the accuracy of information. 2.2 Manage discourse to ensure the quality and reliability of recall. 2.3 Resolve problems of understanding and recall and seek clarification as required. 2.4 Review key information and relationships in source utterances. 2.5 Analyse notes for usefulness in recollection of messages.
3. Reproduce source messages	3.1 Retrieve message within appropriate timeframe. 3.2 Reproduce message, maintaining its logical sequence, register and communicative intent. 3.3 Use a range of techniques to track reproduced information. 3.4 Assess effectiveness of strategies used and consider improvements.

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. Foundation skills levels relate to English language demands, not LOTE.

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 NA					Writing NA					Oral communication					Numeracy NA				

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 PSPTIS510A Analyse, recall and reproduce source messages.

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 PSPTIS087 Use note taking to recall and reproduce source messages (LOTE-English)

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 in both language directions on at least two occasions.

- analysing general and specialist source utterances and determining important aspects of language, content, context and intention
- applying linguistic, semantic and pragmatic strategies to address structural elements of discourse
- maintaining information recall and reproduction
- overcoming problems in language, meaning and presentation
- reproducing diverse messages accurately and coherently
- developing and applying own note taking techniques to support retention and recall

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.

- characteristics of communication
- linguistic features, including register appropriate to setting, and forms and variations of language
- universal interpreter note taking techniques and conventions
- techniques to assist recall
- linguistic and non-linguistic elements of utterances

Assessment Conditions

Consideration must be given to assessment in real interpreting assignments, but this competency may also be effectively assessed in simulated settings using diverse content and contexts.

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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