



Australian Government

PSPTIS101 Negotiate translating and interpreting assignments

Release: 1

PSPTIS101 Negotiate translating and interpreting assignments

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 PSPTIS501A Negotiate translating and interpreting assignments. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • 1.3 moved to Element 3 • New PC: 2.2 and 3.2

Application

This unit describes the skills required to collect and assess information about the nature and conditions of translating and interpreting assignments, to review personal competence to undertake an assignment and to negotiate an agreed approach to assignments with clients and booking agencies.

This unit applies to those working as translators and/or interpreters in negotiating assignments.

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. Collect and assess assignment information	1.1 Clarify the scope of assignments with clients, including terms and conditions and any specific requirements. 1.2 Analyse background information for details of the nature and conditions of assignments. 1.3 Identify performance expectations and their implications for undertaking the assignment.
2. Assess ability to complete assignment	2.1 Identify and assess limits and responsibilities and their implications. 2.2 Undertake risk analysis and identify concerns. 2.3 Seek advice to inform decision-making process 2.4 Evaluate personal competence and preparedness to satisfy assignment requirements and areas for negotiation with clients.
3. Respond to assignment proposal	3.1 Provide information to clients or booking agency on terms, conditions and conventions to inform an agreed arrangement. 3.2 Negotiate approach and working and remuneration conditions with clients or booking agency 3.3 Advise client or booking agency of decision to accept or decline the assignment. 3.4 Review decision-making process and record outcomes and agreements for future reference.

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 English language performance levels indicated for successful attainment of the unit.

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					Writing					Oral communication					Numeracy				

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 PSPTIS501A Negotiate translating and interpreting assignments.

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 PSPTIS101 Negotiate translating and interpreting assignments

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. Assessment Requirements created drawing upon specified assessment information from superseded unit and consultation with industry

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 undertaking at least two of the assignment types stated in the Range of Conditions.

- calculating chargeable time, direct and indirect costs and contract fees
- discussing translation or interpreting process, desired outcomes and potential difficulties
- identifying implications of working with people from diverse social, cultural and ethnic backgrounds and with diverse levels of communication
- informing clients of translating and interpreting protocols and expectations
- negotiating cross-cultural expectations
- undertaking personal competency mapping

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.

- financial, legal and personal risks to client from miscommunication
- personal safety and welfare issues related to specific assignments and potential risks
- professional procedures, ethical practices and business standards applicable to negotiating an assignment
- roles and responsibilities of translators and interpreters and their associated skills
- tools and equipment relevant to project

Assessment Conditions

Assessment must be gathered to demonstrate negotiated agreements with diverse different client requirements and conditions and with examples of both accepting and declining assignments.

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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