



Australian Government

PSPTIS103 Build glossaries for translating and interpreting assignments

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to develop glossaries for translating and interpreting assignments. It includes the ability to identify and source suitable reference material, and to make efficient use of tools and equipment.

This unit applies to those working as translators and interpreters who are responsible for minimising risks associated with inadequate preparation, or collaborating with colleagues in translating and interpreting tasks.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian Standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this 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.

1. Analyse assignment information.

1.1. Obtain and analyse assignment brief and related background material.

1.2. Consider assignment requirements and need for glossary sharing to decide approach and format.

1.3. Select and obtain tools and equipment and identify up-to-date, relevant and comprehensive resources.

2. Establish familiarity with topic and context.

2.1. Access sources of information and reference material.

2.2. Critically analyse terminology in context of assignment and record selections.

2.3. Identify areas requiring further subject knowledge and seek additional information from client, specialist advisors or colleagues.

- 3. Review and evaluate glossary.
 - 3.1. Review preparation to confirm it addresses assignment requirements and update glossary as required.
 - 3.2. Identify adjustments to improve process and outcomes of future preparation.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is not equivalent to PSPTIS002 Build glossaries for 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>

Assessment Requirements for PSPTIS103 Build glossaries for translating and interpreting assignments

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- set up glossaries for shared use for at least two assignments:
 - for written languages, this must include one translating and one interpreting assignment
 - for languages without written form, this must include two interpreting assignments
- when setting up the above glossaries:
 - make efficient use of suitable print, electronic and human resources
 - prepare, update and manage glossaries
 - note information sources for future reference
 - use internet search techniques to research precedents and inform target language choices
 - use technology to create and use glossary templates.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- file and information management procedures, including processes for storing, retrieving and returning assignment material
- key sources of information to inform assignment preparation
- privacy, confidentiality and copyright requirements
- principles of intellectual property rights
- requirements for shared glossaries
- principles of meaning-based transfer and pragmatics of communication
- structure and different functions of interpreting and translation glossaries.

Assessment Conditions

Skills must be demonstrated in a workplace or simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- suitable facilities, equipment and resources, including:

- examples of glossaries developed for assignments
- workplace procedures for file and information management.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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