



Australian Government

PSPTIS104 Prepare to translate or interpret

Release: 1

PSPTIS104 Prepare to translate or interpret

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to collect and assess information about the nature and conditions of translating or interpreting assignments and to keep work records. It includes skills required to reach a decision to accept or decline an assignment and to prepare effective work plans to maximise assignment outcomes and minimise risks from miscommunication.

This unit applies to those working as translators or interpreters in a range of contexts.

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. Assess ability to complete assignment.

- 1.1. Receive assignment request and clarify scope and nature of work and conditions of engagement.
- 1.2. Provide information to clients or booking agency on terms, conditions and conventions, to inform an agreed arrangement.
- 1.3. Identify performance expectations, including culture-specific requirements, limits and responsibilities and their implications for undertaking the assignment.
- 1.4. Consider personal availability, competence and preparedness to satisfy assignment requirements, including relevant social and cultural factors.
- 1.5. Advise client or booking agency in a professional and timely manner of decision to accept or decline.

2. Respond to

- 2.1. Record assignment details and review terms and conditions

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| assignment proposal. | of engagement. |
| | 2.2. Resolve any queries and clarify procedures, including for payment. |
| | 2.3. Create and maintain records of assignment in accordance with good business practice. |
| 3. Develop work plan. | 3.1. Identify factors that may affect assignment outcomes to determine planning needs. |
| | 3.2. Identify objectives and determine realistic time commitments and allocations. |
| | 3.3. Identify problems and seek assistance from client, specialist advisor, or peer network where necessary. |
| | 3.4. Organise activities within required timeframe and appropriate to type of assignment. |
| 4. Review and evaluate work plan. | 4.1. Review preparation to confirm it addresses assignment requirements, and resolve outstanding issues. |
| | 4.2. Consider and implement 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 equivalent to PSPTIS003 Prepare to translate and interpret.

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 PSPTIS104 Prepare to translate or interpret

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:

- prepare for two translating or interpreting assignments, including:
 - analysing the demands of assignments
 - confirming assignment requirements and details with clients and colleagues using communication media suited to all parties
 - developing action and work plans.

Knowledge Evidence

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

- discourse mapping of interpreting assignments as relevant to work role
- methods of communication with clients
- professional procedures and guidelines and business standards applicable to accepting, declining and planning for an assignment
- tools and equipment relevant to assignments
- Work Health and Safety (WHS) practices and procedures relevant to nature of assignment.

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 translation work plans and interpreting discourse maps prepared for assignments as relevant to work role
 - professional procedures and guidelines
 - business standards
 - relevant WHS policies and procedures.

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

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