



Australian Government

PSPTIS111 Demonstrate routine written English proficiency in different subjects and cultural contexts

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to read and write routine information in English to meet the written language and communication needs of translating general purpose texts. It includes reading of a range of documents and writing routine documents, including letters and brief reports.

This unit applies to those working as translators in a range of fields and contexts.

General purpose texts convey information in translated texts to a limited and known audience, or convey community messaging to an audience in translated spoken or signed texts, with the same functional effect as the source texts and which are accurate and appropriate to the context, target audience and end use. General purpose texts contain limited equivalence problems between source and target text, plain language and concepts accessible to the general public and there is limited requirement for research on the subject beyond client resources.

RTOs delivering this unit must ensure that learners have sufficient capability in the LOTE to undertake this unit.

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

Elements describe the essential outcomes.

1. Read and understand routine documents.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Visually scan documents and confirm they are complete and legible.
- 1.2. Identify main ideas, key facts and requirements.
- 1.3. Analyse any accompanying visual information to support comprehension.

- 2. Write routine documents.
 - 1.4. Identify document tone and purpose.
 - 2.1. Prepare routine documents using key words, phrases, simple sentences and visual aids as required.
 - 2.2. Clearly and accurately convey main ideas, facts and details in written text using appropriate format and tone.
 - 2.3. Provide clear written directions and instructions in a logical order.
 - 2.4. Correctly sequence English expressions and sentences to express meaning accurately.
 - 2.5. Adhere to workplace and cultural conventions and protocols when preparing written documents.

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 PSPTIS027 Demonstrate routine written English proficiency in different subjects and cultural contexts.

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 PSPTIS111 Demonstrate routine written English proficiency in different subjects and cultural contexts

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:

- read and write routine documents in English on at least two occasions, each occasion including:
 - understanding meaning when reading English texts related to straightforward, everyday situations
 - communicating meaning effectively in routine documents including:
 - providing factual information without distortion
 - responding to requests for general assistance.

Knowledge Evidence

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

- grammar, spelling and punctuation conventions
- features specific to the language, including vocabulary and sentence structure
- vocabulary required to support specific workplace activities.

Assessment Conditions

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

Assessment must ensure access to:

- samples of routine documents in English.

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

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