



Australian Government

Assessment Requirements for PSPTIS128

Prepare translated transcripts

Release: 1

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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:

- produce transcripts in the language of the source material that are faithful to the delivery of the original, including errors of grammar and syntax and prosodic features of speech, on at least two occasions, each including:
 - noting pauses and assigning time codes
 - translating and finalising transcripts with reference to time codes
 - applying client requirements relating to translated transcripts of audiovisual recordings, including style guides
 - using technology to prepare and format source language transcripts and target language translations.

Knowledge Evidence

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

- translating conventions and style rules related to translation of transcripts
- time code conventions
- transcription techniques and principles
- purpose and potential use of diverse transcript translations
- range of resources, tools and equipment appropriate to transcription and translation task
- specialist terminology and requirements related to the assignment context
- strategies to address problems of understanding including:
 - seeking advice from client or colleagues
 - noting inaudible portions in transcript
 - playback audio and relisten with time stamp
 - workplace policies and procedures for storage of documentation.

Assessment Conditions

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

Assessment must ensure access to:

- suitable equipment and technology reflecting current practice
- scenarios that reflect real assignments in preparing and translating transcripts for diverse purposes.

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

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>