



Australian Government

PSPTIS128 Prepare translated transcripts

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to translate transcripts of audiovisual recordings from a source language into a target language, ensuring they are accurate and appropriate for context and end use. It requires understanding of the purpose and potential use of the information and a high level of comprehension of spoken language and the context in which it is spoken. It includes the ability to translate into the same register and to work between speaking and writing. The translator may be required to collaborate with others involved in the process.

This unit applies to those working as translators who prepare transcripts and translations of transcripts for various purposes.

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. Prepare for audiovisual transcription.
2. Prepare transcripts of source material.

PERFORMANCE CRITERIA

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

- 1.1. Confirm client requirements including protocols and procedures and their implications for personal capacity to undertake the assignment.
- 1.2. Check resources and equipment and address problems through agreed processes.
- 1.3. Review source material to confirm context and identify and address issues arising.
- 2.1. Attend actively to source material to become familiar with speakers and context.
- 2.2. Record notes in target language and begin building a glossary to support the translation task.

- 2.3. Apply strategies to address problems of understanding.
 - 2.4. Collaborate with team members to discuss and clarify issues and identify sections of source material to be translated.
 - 2.5. Attend to source material and prepare source language transcripts, applying conventions, including time codes.
3. Draft translation of transcripts of source material.
 - 3.1. Analyse and identify translation difficulties in source material, seeking assistance if required.
 - 3.2. Create and update assignment-specific glossaries and make critical use of other reference material to identify meaning in context.
 - 3.3. Identify areas requiring further research and seek required information or specialist advice.
 - 3.4. Prepare draft translation of transcripts in the register of the source material, as appropriate for context and end use.
4. Finalise translation.
 - 4.1. Check translation for consistency, accuracy and fitness for purpose.
 - 4.2. Identify and correct errors, fidelity issues and unsupported translation decisions.
 - 4.3. Collaborate with revisers to obtain independent quality control and incorporate recommended changes.
 - 4.4. Proofread translation and finalise according to assignment requirements.
 - 4.5. Complete any necessary supporting documentation according to client requirements.
 - 4.6. Consider and identify adjustments to improve process and outcomes of future translation of transcripts.
 - 4.7. Store assignment related documentation according to workplace policies and procedures.

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 PSPTIS070 Prepare translated transcripts.

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 PSPTIS128 Prepare translated transcripts

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.

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