



Australian Government

PSPTIS146 Negotiate translating or interpreting assignments

Release: 1

PSPTIS146 Negotiate translating or interpreting assignments

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, to review personal competence to undertake an assignment and to negotiate an agreed approach to assignments with clients and booking agencies.

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

Elements describe the essential outcomes.

1. Collect and assess assignment information.
2. Assess ability to complete assignment.
3. Respond to

PERFORMANCE CRITERIA

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

- 1.1. Clarify the scope of assignments with clients, including terms and conditions and any specific requirements.
- 1.2. Analyse background information for details of the nature and conditions of assignments.
- 1.3. Identify performance expectations and their implications for undertaking the assignment.
- 2.1. Identify and assess limits and responsibilities and their implications.
- 2.2. Undertake risk analysis and identify concerns.
- 2.3. Seek advice to inform decision-making process.
- 2.4. Evaluate personal competence and preparedness to satisfy assignment requirements and areas for negotiation with clients.
- 3.1. Provide information to clients or booking agency on terms, conditions and conventions to inform an agreed

assignment proposal.

arrangement.

- 3.2. Negotiate approach and working and remuneration conditions with clients or booking agency.
- 3.3. Advise client or booking agency of decision to accept or decline the assignment.
- 3.4. Review decision-making process and record outcomes and agreements for future reference.

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 PSPTIS101 Negotiate 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 PSPTIS146 Negotiate translating or 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:

- negotiate a translating or interpreting assignment on at least two occasions, including:
 - identifying the scope of the assignment and calculating fees, based on direct and indirect costs
 - analysing translating or interpreting processes, desired outcomes and potential difficulties
 - analysing implications of working with people from diverse social, cultural and ethnic backgrounds and with diverse levels of communication
 - discussing and confirming with clients translating or interpreting protocols and expectations
 - confirming cross-cultural expectations
- undertaking personal competency mapping to inform above negotiations.

Knowledge Evidence

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

- financial, legal and personal risks to client from miscommunication
- personal safety and welfare issues related to specific assignments and potential risks
- professional procedures, ethical practices and business standards applicable to negotiating an assignment
- roles and responsibilities of translators or interpreters and their associated skills relevant to work role
- tools and equipment relevant to assignment.

Assessment Conditions

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

Assessment must ensure access to:

- negotiated agreements with diverse client requirements and conditions.

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

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