



Australian Government

Department of Education, Employment and Workplace Relations

PSPTIS512A Demonstrate written language proficiency in different subjects and cultural contexts

Release: 3

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Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to be effective and fluent in written communication in at least two different languages, to meet the language and communication needs of translating and interpreting. It involves the ability to read and write a range of commercial, professional and literary documents and provide summaries at a high level of complexity, accuracy and fluency. This unit can be used for training delivery and assessment of reading and writing proficiency in any language including English. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication

Application of the Unit

This unit may be customised for training delivery and assessment of proficiency in any language.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Read and analyse documents in different languages	1.1. Read and fully <i>analyse documents</i>. 1.2. Correctly comprehend any accompanying visual and graphic material. 1.3. Correctly identify the culturally specific meaning contained in documents.
2. Provide informal written texts.	2.1. Capture and accurately convey nuances of meaning, in <i>written texts and summaries</i>. 2.2. Convey ideas accurately taking into consideration cultural differences and idiolects. 2.3. Provide any required additional explanation or comments to clarify meaning, especially about culturally specific details. 2.4. Recognise <i>documents requiring professional translation</i> and arrange for assistance if required.
3. Write professional and commercial documents in different languages.	3.1. Produce written documents according to recognised conventions, standards and formats. 3.2. Ensure the content of written documents is appropriate to audience and purpose. 3.3. Develop ideas in appropriate depth to meet the requirements of the particular subject and cultural contexts. 3.4. Tailor language to meet requirements of the target document or situation. 3.5. Observe social and cultural conventions. 3.6. Write documents with minimal errors so that intended meaning is clearly conveyed to the reader. 3.7. Use standard communication and information management technology.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- literacy skills to allow understanding and accurate interpretation of information which may include some complex ideas and concepts
- analytic skills to determine culturally specific meaning in documents
- problem solving skills to:
 - identify and address nuances of language and cultural understanding
 - identify and advise on documents requiring professional translations
- language skills to write documents that are:
 - clear and display fluent expression of information and ideas
 - appropriately structured and use language that is tailored to a range of workplace situations
- cross-cultural communication skills related to written documents

Required knowledge

- standard formats and protocols for a range of typical documents appropriate to the purpose and particular language
- cultural understanding in specific contexts
- social, professional, literary and cultural conventions in a range of written documents specific to the language being assessed

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms the candidate's ability to be effective and fluent in written communicating in at least two different languages. This includes:

- reading and writing a typical range of documents required to fulfill a range of general communication purposes in different subjects and cultural contexts in the range statement
- accurate applications of a range of personal, professional and commercial documents and professional writing
- preparing written documents with clear and fluent expression of information and ideas, correct structure and appropriate style and tone for the audience and cultural context (rare linguistic errors may occur).

Context of and specific resources for assessment

Assessment of this unit of competency will make use of scenarios, case studies, experiences and, where possible, examples of interactions with colleagues and clients which illustrate a range of skills and strategies for demonstrating proficiency in written languages.

Resources for assessment include:

- production of a range of written texts in the language being assessed, including general texts from those nominated in the range statement.
- preparing written texts under assignment conditions, resources and time constraints
- use of relevant and current communication equipment, such as computers, faxes and email facilities
- use of relevant and current materials, resources and equipment, such as dictionaries, glossaries, researched information, technical information, presentation equipment and microphones

for media and audience presentations.

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- written testing
- written and oral questioning or interview to test the candidate's ability to read and interpret documents written in two languages including English
- review of samples of written communications prepared by the candidate
- written and oral questioning or interview to test knowledge of the culture, social and cultural conventions and cross-cultural communication requirements associated with the language
- written and oral questioning or interview to test linguistic knowledge, generic structure and other specific language features, such as vocabulary, grammar and sentence structure
- review of portfolios of evidence and third-party reports.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Analyse may include:

- information and details
- ideas (both explicit and implied)
- technical information
- written language conventions
- vocabulary
- grammar and syntax
- writer requirements

Documents may include:

- government, medical, legal and educational
- brochures and promotional material
- notes, written requests and information
- schedules and itineraries
- formal letters
- reservation and booking information
- meeting agendas
- commercial, business, professional and academic reports
- manuals and instructions
- internet information
- poetry, literature

Written texts and summaries may include:

- factual and personal information
- instructions and arrangements
- information about meetings, events, tours, places of interest and special facilities
- information about products, services, facilities, options, advice and costs
- publications
- media extracts

Documents requiring professional translation may include:

- proposals, submissions and tenders
- contractual documents
- official records:
 - immigration
 - welfare

- education
- employment
- health
- personal and family
- professional documents

Unit Sector(s)

Not applicable.

Competency field

Translating and Interpreting.