



Australian Government

Department of Education, Employment and Workplace Relations

PSPTIS609A Prepare translated transcripts

Revision Number: 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 outcomes, skills and knowledge required to translate transcripts of audiovisual recordings from source language into target language accurately and appropriately for context and end use. It requires understanding of the purpose and potential use of the information, a high level of comprehension of spoken language and the context in which it is spoken, the ability to translate into the same register, and the ability to work between speaking and writing. The translator may be required to collaborate with others involved in the process.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication

Application of the Unit

This unit applies to translators who prepare transcripts and translations of the transcripts for various purposes, particularly surveillance and investigation leading to legal proceedings. Those undertaking this work may be required to testify in court regarding the accuracy and fidelity of the translated transcript.

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. Prepare for audiovisual transcription	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 Prepare transcripts of source material	2.1 Attend actively to material to familiarise with speakers and context. 2.2 Record notes in target language. 2.3 Apply strategies to address problems of understanding. 2.4 Prepare summaries of source material in the required language. 2.5 Collaborate with team members providing explanations and clarification. 2.6 Attend to source material and prepare 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 Develop and extend glossary 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 into target language accurately and appropriately for context and end use. 3.5 Refer to and update assignment-specific glossaries.
4 Check draft translations of transcripts	4.1 Check translations for consistency, accuracy and fitness for purpose, and identify and correct errors manually and using computer-based tools. 4.2 Collaborate with appropriate advisers to obtain independent quality control and incorporate changes to identified translation errors.
5 Finalise translation	5.1 Use technology to format translation according to agreed specifications and end use requirements. 5.2 Proofread translation and finalise according to assignment requirements. 5.3 Complete necessary supporting documentation according to client requirements. 5.4 Return source material according to agreed procedures and within suitable timeframe. 5.5 Consider and implement adjustments to improve process and outcomes of future translations of transcripts.

**6 Maintain safe
record keeping
practices**

6.1 Keep assignment related documentation in a safe place.

6.2 Retrieve documentation as required.

Required Skills and Knowledge

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

Required skills

- communication skills to:
 - interpret and confirm assignment briefing
 - collaborate with others involved in the process
 - identify hidden and implied meaning of words
- high-order language skills to:
 - analyse spoken language for meaning
 - analyse coded language for meaning
 - reproduce accurate and faithful transcripts of spoken language
 - translate in register of source material
 - switch between listening and writing
- keyboarding skills to produce transcripts at required speed
- language skills to:
 - identify speaker's voice and roles in different settings
 - interpret intonation and stress
 - translate transcripts with required accuracy
- learning skills to undertake research on unfamiliar topics
- literacy skills to:
 - produce transcripts with correct spelling, grammar, syntax and punctuation
 - proofread translations
 - read and apply client requirements relating to translated transcripts of audiovisual recordings, including style guides
- numeracy skills to:
 - assign time codes and note duration of pauses
 - translate transcripts with reference to time codes
- organisational skills to:
 - prepare certification of translation and meet obligations
 - prepare translations according to established style and presentation standards
 - satisfy administrative requirements for translations and other support documentation
- self-management skills to:
 - check resources and equipment and address problems
 - ensure suitable work environment, including adequate light, physical comfort and ergonomic work practices
 - work effectively with recordings and meet required deadlines
- problem-solving skills to:

- analyse and resolve translation difficulties and transfer errors
- address technical problems
- respond to client requirements
- research skills to:
 - develop and extend glossary and other reference material
 - identify translation precedents relevant to assignments
 - make critical use of reference material
 - undertake advanced research into cultural and situational references
- teamwork skills to:
 - liaise with colleagues and advisers to obtain independent quality control
 - discuss and agree upon issues and recommended changes
- technology skills to select and use a range of resources and equipment, including information and communications technology
- advanced translating skills to translate source texts into accurate and faithful target texts, including:
 - contrastive analysis of meaning and language
 - equivalence at the level of discourse, pragmatics, syntax and word
 - grammatical function transposition

Required knowledge

- translating conventions and style rules related to transcripts of source language
- time code conventions
- advanced and specialised word processing software functions
- high-order comprehension of spoken source language
- high-order target language to meet spoken register target text requirements
- transcription techniques and principles
- limitations of work role, responsibility and professional abilities
- OHS practices and procedures relevant to assignment
- professional procedures and guidelines, ethical practices and business standards applicable to task, including:
 - confidentiality requirements
 - legal requirements and policies relating to producing translated transcripts of audiovisual source recordings in specific client contexts
 - protocols for seeking specialist advice in regard to draft transcripts
- purpose and potential use of a range of transcript translations
- rules of evidence
- range of resources, tools and equipment appropriate to transcription and translation task
- specialist terminology related to the assignment context
- translation certification requirements.
- secure file management and record keeping

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 ability to translate transcripts of audiovisual recordings from source language into target language accurately and appropriately for context and end use including:

- checking and confirming client requirements, protocols, procedures and resources.
- addressing identified issues and problems, including technical and transfer issues
- using current technology, resources and glossaries
- providing summaries as required
- preparing transcripts of source language material applying conventions, including time codes
- ensuring translation is accurate and appropriate for end use and finalised according to assignment requirements
- using high-order language skills, including the ability to code switch between spoken and written language, and to translate into spoken register
- maintaining safe record keeping practices
- cooperating with a team

Context of and specific resources for assessment

Evidence for 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 translating transcripts.

Resources for assessment include:

- observation of candidate translating from audiovisual sources in a range of real and simulated settings
- examples of a range of different translations produced from audiovisual sources
- examples of applying appropriate conventions to create source language transcript
- examples of using a range of specialist resources and glossaries
- examples of revised drafts of translations
- scenarios which provide examples of:

- a range of different client requirements
- consultation with advisers and references
- issues and problems and how they are addressed
- team work

Evidence for assessment should be gathered to demonstrate a range of experiences in preparing translated transcripts. This competency will ideally be assessed in an environment with access to suitable equipment and technology reflecting current practice. While the content and scenarios may be simulated, evidence should reflect the conditions of real assignments in translating transcripts for a range of purposes.

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.

Client requirements may include:

- context
- specialist terms
- glossaries
- style guides, both internal and external
- subject and content of interest to client for translation
- presentation of transcript
- timeframe

Resources and equipment may include:

- customised playback devices
- headphones
- foot pedal
- secure facility when translating telephone intercepts or listening devices
- audio or visual tapes or digital files

Source material may include:

- one or more participants
- more than one conversation
- dialects and idiosyncratic language
- ambient noise
- audiovisual material
- mixture of languages

Issues may include:

- quality of audiovisual source
- coded messages
- high level of stress and long working hours
- ethical issues, such as impartiality
- welfare and safety issues

Material may include:

- court transcripts
- legal testimony
- oral history tapes
- focus groups tapes
- interviews
- telephone
- intercepted and listening device audio materials

Translate transcripts may include:

- criminal investigation evidence
- applying agreed conventions according to style guide
- identifying portions of interest in the transcript using time codes
- identifying speakers and noting duration of pauses against time codes

Accurately and appropriately may include:

- citing names and technical terms correctly
- ensuring consistent translation choices
- faithful to source
- translating in register of language used by speakers
- using chosen translation approach
- using conventions appropriate to transcription task, such as citation of time codes and pauses
- using techniques to produce translation that is free from distortion with required accuracy

Specialist advice may include:

- other language colleagues
- review by case officers or supervisors
- other translators and interpreters working on the same job

Necessary supporting documentation may include:

- certification of translation that attests to:
 - having done the translation
 - being qualified to do so

Unit Sector(s)

Not applicable.

Competency field

Translating and Interpreting.