



Australian Government

Department of Education, Employment and Workplace Relations

PSP61012 Advanced Diploma of Translating

Release: 1

PSP61012 Advanced Diploma of Translating

Modification History

Release	TP Version	Comments
1	PSP12 V1	First release. Supersedes and equivalent to PSP61010

Description

The Advanced Diploma of Translating reflects the skills and knowledge required to translate special purpose texts from one language to another to convey information written using specific terminology for a specific audience.

Job roles

Employment in translating varies with the market for translated material in particular languages and domains. The Advanced Diploma prepares translators to translate texts where there may be significant equivalence problems, the subject of the text has its own specific terminology or where and the need to undertake extensive research and translate complex language and concepts. Specific audiences may be found in commerce and marketing, government and international relations - including immigration, both regular and humanitarian - the media, and sectors generally considered to be professional, such as the law, health and medicine, technology and science. Assignments in these areas can deal with material requiring significant additional quality assurance processes to achieve functional equivalence. The majority of translators are self-employed and are contracted either directly or through translation service providers to work on translating assignments. Translators may be contracted to work in a team and may be required to provide quality assurance checks on the work of other translators.

Pathways Information

Pathways into the qualification

Candidates may enter the qualification through demonstrated language proficiency in English and another language at a level required to undertake and complete the requirements of training and assessment for this qualification. Proficiency may be demonstrated through recognised or accredited language qualifications or through an RTO determined assessment of current competency.

Pathways from the qualification

Articulation into programs in higher education may be possible from the Advanced Diploma. Certain employment conditions, assignments and work roles may require practising translators and interpreters to have NAATI accreditation. This may be achieved through completion of a NAATI approved qualification at the standard required by NAATI, and/or, through NAATI testing.

RTOs may use the addition of a field of study to the title of this qualification to indicate the language under which the qualification was assessed. For example, if assessment is conducted using Japanese as the language being interpreted/translated, the testamur may bear the wording Advanced Diploma of Translating (Japanese).

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">• interpret and apply quality assurance parameters to translation methods and presentation• interpret and use specialised reference material, including glossaries• research and synthesise relevant subject -specific information• read and translate at a level to cope with a range of specialised genres and technical language or to translate in a single complex and specialised subject area• research complex and detailed information from a range of high level, technical and conceptual sources• record translation decisions and justification• consult effectively with clients and colleagues• establish agreed processes and outcomes with clients• impart knowledge through verbal and written means• use workplace information, including assignment style guides and glossaries• read and apply industry codes and standards.
Teamwork	<ul style="list-style-type: none">• facilitate change for greater integrity of translations• interact with a wide range of people from culturally and linguistically diverse backgrounds• negotiate and confirm work requirements, performance expectations and agreed approach• provide advice and present options and consequences in a sensitive manner• collaborate with original translator to produce final version of translated texts• demonstrate confidence and assertiveness when necessary• apply cultural and linguistic protocols in the exercise of professional judgment• maintain professional standards of behaviour and presentation in all work situations.

Problem-solving	<ul style="list-style-type: none">• address discrepancies in source language that affect transfer to target language• address conflicting and inconsistent client objectives• identify strategies to educate clients in translation protocols and expectations• carry out contrastive analysis• proofread and format target texts• identify and resolve translation difficulties• check translated text• address discrepancies between source text and translated text• address ethical dilemmas• analyse and anticipate professional trends and directions.
Initiative and enterprise	<ul style="list-style-type: none">• identify translation precedents relevant to assignments• make critical use of reference material• source and use specialised resources• undertake further research in response to challenges encountered in translation• evaluate accuracy, consistency and equivalence of translations• interpret and apply quality assurance parameters while checking translations• interpret and apply style and procedural guides, glossaries and reference material• make critical use of references• source information to assist in quality assurance task• develop broad skills and knowledge required to make professional judgments• develop awareness of and evaluate the implications and impact of professional judgment and ethical decision making.
Planning and organising	<ul style="list-style-type: none">• access and return documentation according to client requirements• apply strategies for efficient client services• build, use and manage assignment-specific glossaries• ensure source texts are translated, formatted, proofread and returned within required

	<p>timeframes</p> <ul style="list-style-type: none">• apply linguistic, cultural, general and subject knowledge to task• select and use suitable resources, techniques and equipment• ensure translated text is checked and returned within required timeframes.
Self-management	<ul style="list-style-type: none">• develop specialised capabilities in response to work experiences and demands• ensure suitable work environment, including adequate light, physical comfort and ergonomic work practices• meet time and contract commitments,• prepare and use assignment-specific checklist• prepare resources, tools and equipment suitable to task• remain objective and impartial throughout process.
Learning	<ul style="list-style-type: none">• participate in professional networks• exchange professional opinions and advice• express professional issues, dilemmas, and judgments in a constructive manner• evaluate professional practice to maintain and improve performance• understand and adapt to performance contexts and needs• develop and use contacts and networks to enhance professional knowledge• routinely reflect on judgments and decisions and develop high standards of professional judgment• identify gaps in skills and knowledge and in professional experience and confidence• identify personal development needs to meet professional and business objectives.
Technology	<ul style="list-style-type: none">• use office equipment and information• use communications technology for:<ul style="list-style-type: none">• translating• formatting• recording• proofreading• version control

	<ul style="list-style-type: none"> • file management • use video recording, viewing and editing equipment for Auslan/English translations • use office equipment and information • use translation software • order and maintain professional resources in electronic systems • conduct research and maintain communication with e-networks • use relevant office and translating equipment • match translated text to timing of audio and visual source material • translate script with reference to time codes • use audio-visual equipment • use information and communications technology to translate audio/visual source language • use tools and equipment required to translate for audio tapes, broadcasting and subtitling.
--	--

Packaging Rules

12 units of competency are required for this qualification:

- 6 core units
- 6 elective units

Choose 6 elective units from the list below:

- at least 1 unit from Group A
- 5 units from Group B, or the remaining Group A unit, **or** units from any endorsed Training Package qualification **or** Accredited Course, provided that the selection maintains the integrity of the qualification level

Core units	
PSPTIS501A	Negotiate translating and interpreting assignments
PSPTIS502A	Prepare to translate and interpret
PSPTIS508A	Analyse texts to be translated (LOTE)
PSPTIS512A	Demonstrate written language proficiency in different subjects and cultural contexts

PSPTIS602A	Quality assure translations
PSPTIS603A	Apply codes and standards to professional judgement
Elective units	
Group A	
PSPTIS601A	Translate special purpose texts from English to LOTE
PSPTIS611A	Translate special purpose texts from LOTE to English
Group B	
PSPTIS504A	Maintain and enhance professional practice
PSPTIS604A	Translate multimedia source material
PSPTIS609A	Prepare translated transcripts
PSPTIS612A	Use translation technology
PSPTIS614A	Apply theories to describe and review work assignments
BSBADM506B	Manage business document design and development
BSBDIV301A	Work effectively with diversity
BSBITU404A	Produce complex desktop published documents
BSBLEG304A	Apply the principles of confidentiality and security within the legal environment
BSBLEG401A	Prepare and produce complex legal documents
BSBOHS303B	Contribute to OHS hazard identification and risk assessment
BSBREL701A	Develop and cultivate collaborative partnerships and relationships
BSBRES401A	Analyse and present research information
BSBRES403A	Research legal processes
BSBSMB401A	Establish legal and risk management requirements of small business
BSBSMB405B	Monitor and manage small business operations

CHCORG627B	Provide mentoring support to colleagues
CUFWRT301A	Write content for a range of media
CUFWRT401A	Edit texts