UNIT CODE	**PSPTIS106**
UNIT TITLE	**Translate and certify non-narrative texts**
APPLICATION	This unit describes the performance outcomes, skills and knowledge required to translate non-narrative texts and certify translations of personal records and identifying information needed for legal or official purposes. Non-narrative texts are those that comprise lists of information, single answer data fields, or short factual sentences. Such texts may include menus, recipes and other simple instructions, lists, personal records (birth, death, marriage), licences, educational and academic records or receipts, not all of which require certification. This unit applies to those working as translators of general purpose texts. General purpose texts convey information written in plain language to a limited and known audience in translated texts, or to an audience in translated spoken or signed utterances that have the same functional effect as the source texts and that are accurate and appropriate to the context, target audience and end use. General purpose texts contain limited equivalence problems between source and target text, plain language and concepts accessible to the general public and there is limited requirement for research on the subject beyond client resources. 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.
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	
UNIT SECTOR	

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

1. Produce draft translations.	1.1 Receive and manage source texts according to principles of confidentiality and security and confirm text is legible, readable and complete. 1.2 Choose approach to translation suitable to purpose, including identifying information for extract translation. 1.3 Critically apply resources to identify equivalence at level of word in the context of the nature of the source document. 1.4 Research and apply established translation precedents and information from resources to ensure consistent outcomes. 1.5 Produce draft translations of source texts that are accurate, coherent, factually correct, and suitable for document end use and assignment requirements. 1.6 Record translation decisions and justification in glossaries.
2. Format and proofread translations.	2.1 Develop template and use technology to format translated texts according to end use requirements. 2.2 Apply standard conventions to link source and target text. 2.3 Proofread formatted text closely, using standard methods to annotate proof corrections. 2.4 Submit draft translation to client for proofreading and approval and liaise to finalise translation.
3. Certify translations.	3.1 Certify translation as required using standard methods. 3.2 Return final version of translated text and supporting documentation to client by deadline.

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 PSPTIS021 Translate and certify non-narrative texts.
LINKS	Companion Volume Implementation Guide

TITLE	**Assessment Requirements for PSPTIS106 Translate and certify non-narrative texts.**

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:
	
	- translate texts on at least two occasions including:
	  - achieving factual correctness, including at the level of tense, gender and singular or plural and number
	  - interpreting and applying style guides, glossaries and reference material
	  - using consistent, correct and current target language vocabulary, including foreign loan words
	  - using idiomatic target language
	  - using punctuation appropriate to target language
	  - using language conventions appropriate to audience
	
	- certify translated texts using correct format including:
	  - certification text on translation
	  - statement text on original document including disclaimer
	  - name and signature of translator, date of certification, translation number and certification stamp on translation and original document.

KNOWLEDGE EVIDENCE	Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit: - procedures for proofreading draft translated texts - templates and technology used for translations - basic principles of affidavits - certification procedures, including underpinning legal and ethical principles - implications of translation for official and legal documents - standard conventions linking source and target text.

ASSESSMENT CONDITIONS	Skills must be demonstrated in a workplace or simulated environment that reflects workplace conditions. Assessment must ensure access to: - non-narrative texts that require diverse skills and strategies for translating and certifying - style guides, glossaries and reference material - certification stamp or simulated stamp. Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.
LINKS	Companion Volume Implementation Guide