

<b>UNIT CODE</b>	<b>PSPTIS107</b>
<b>UNIT TITLE</b>	<b>Translate general purpose texts from English to LOTE</b>
<b>APPLICATION</b>	<p>This unit describes the performance outcomes, skills and knowledge required to translate general purpose texts from English to a language other than English (LOTE). It includes conveying the purpose and use of the source information in translated texts for a limited and known audience.</p> <p>This unit applies to those working as translators of general purpose texts.</p> <p>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.</p> <p>The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian Standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.</p>
<b>PREREQUISITE UNIT</b>	Nil
<b>COMPETENCY FIELD</b>	
<b>UNIT SECTOR</b>	

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>

1. Analyse English general purpose source texts.	1.1 Receive and manage source texts according to client requirements and conditions and confirm they are complete and legible. 1.2 Analyse source texts to determine key elements and potential translation problems. 1.3 Choose approach to translation suitable to purpose and target audience.
2. Translate English source texts to draft texts in LOTE.	2.1 Research and apply established translation precedents and information from resources to ensure consistent outcomes. 2.2 Analyse and adapt cultural and linguistic content of source texts as appropriate for document end use. 2.3 Produce draft translations of source texts that are accurate and coherent and appropriate for end use. 2.4 Record translation decisions and justification in glossary.
3. Check draft translations.	3.1 Identify and correct errors, fidelity issues and unsupported translation decisions. 3.2 Check translations, correct errors and amend and improve target texts. 3.3 Critically evaluate consistency, accuracy and functional equivalence of translated text. 3.4 Submit draft translation and glossary to independent reviser for review.
4. Revise translations.	4.1 Assess and incorporate advice from independent reviser. 4.2 Discuss and resolve outstanding issues with appropriate persons as necessary. 4.3 Undertake further self-revision until target text accurately reflects content and intent of the source text.
5. Finalise and evaluate translations.	5.1 Use technology to format translated texts according to agreed client specifications and end use requirements. 5.2 Proofread formatted texts using standard methods to annotate proof corrections. 5.3 Submit final version of translated text and supporting documentation to clients.

<b>FOUNDATION SKILLS</b>	
<i>Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.</i>	
<b>UNIT MAPPING INFORMATION</b>	Supersedes and is not equivalent to PSPTIS022 Translate general purpose texts from English to LOTE.
<b>LINKS</b>	Companion Volume Implementation Guide

<b>TITLE</b>	<b>Assessment Requirements for PSPTIS107 Translate general purpose texts from English to LOTE.</b>
<b>PERFORMANCE EVIDENCE</b>	<p>Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:</p> <ul style="list-style-type: none"> <li>■ Translate general purpose texts from English to a LOTE on at least two occasions applying: <ul style="list-style-type: none"> <li>○ techniques as necessary to produce a translation that has the same functional effect as the source text and is accurate and appropriate for the context, target audience and end use</li> <li>○ relevant resources, including glossaries, style guides and reference material</li> <li>○ consistent register and style as applicable to the LOTE and appropriate to end use</li> <li>○ correct and idiomatic collocation, lexis and syntax</li> <li>○ current and consistent vocabulary, including foreign loan words</li> <li>○ correct target language punctuation and paragraphing</li> <li>○ textual devices that create cohesion and coherence, including cohesive markers and substitution devices</li> </ul> </li> <li>■ on each of the above occasions: <ul style="list-style-type: none"> <li>○ ensure factual correctness, including the following as applicable to the LOTE: <ul style="list-style-type: none"> <li>● level of tense</li> <li>● gender</li> <li>● singular or plural</li> </ul> </li> <li>○ check content and formatting of translated text for consistency and accuracy, and correct as required</li> <li>○ meet time and contractual requirements.</li> </ul> </li> </ul>

<b>KNOWLEDGE EVIDENCE</b>	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> <li>■ purpose and implications of translation, including types of translation</li> <li>■ translation techniques relevant to general purpose assignments, including principles of: <ul style="list-style-type: none"> <li>○ direct and oblique translation</li> <li>○ formal and dynamic translation</li> <li>○ form based and meaning-based translation</li> <li>○ literal and free translation</li> <li>○ adaptation for clarity</li> <li>○ contrastive analysis of meaning and language</li> <li>○ equivalence at the level of discourse, pragmatics, syntax and word</li> <li>○ grammatical function transposition</li> <li>○ localisation</li> </ul> </li> <li>■ people who can act as revisers: <ul style="list-style-type: none"> <li>○ other translators</li> <li>○ the client</li> <li>○ subject matter advisors.</li> </ul> </li> </ul>
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<b>ASSESSMENT CONDITIONS</b>	<p>Skills must be demonstrated in a workplace or simulated environment that reflects workplace conditions.</p> <p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> <li>■ translation source and target texts</li> <li>■ examples of research and glossaries</li> <li>■ scenarios or examples of interactions with colleagues and clients that require diverse skills and strategies for translating general purpose texts from English to LOTE</li> <li>■ word processing and document management technology.</li> </ul> <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
<b>LINKS</b>	Companion Volume Implementation Guide