



*Language Experts*

*National  
Interpreter and Translator  
Professional Development  
Program for Revalidation*



*2014*

# *Welcome to Language Experts' What's on Skills*

*Keeping you up-to-date with  
Professional Development Opportunities for  
Revalidation*



As a recognized leader in the provision of language communication services, Language Experts is committed to the continuous development of the translation and interpreting profession in Australia and internationally.

Language Experts Training and Professional Development provides regular, current and relevant training and professional development programs aimed at practitioners who:

- Want to fulfil their Revalidation requirements
- Want to develop and maintain existing skills
- Want to upgrade their NAATI Accreditation levels

All training offered is conducted by experienced educators and expert practitioners in the field of translating and interpreting.

**Language Experts prides itself on its flexible, professional services to meet your training and professional development needs and assist you to achieve Revalidation PD points.**



Language Experts courses and programs are appropriate for:

- ✓ NAATI accredited interpreters and translators required to revalidate their credentials with the National Authority for Accreditation of Translators and Interpreters (NAATI)
- ✓ Practising interpreters and/or translators at any NAATI accreditation level wishing to maximise their career opportunities
- ✓ Persons wishing to participate in preparatory studies with a view to further training
- ✓ Prospective candidates taking their first step in preparing for a NAATI Paraprofessional and/or Professional Interpreter or Translator tests
- ✓ Applicants interested in NAATI recognition

Publications and reference materials about interpreting and translation are used and recommended.

A Certificate of Attendance is issued to participants who have completed a particular module, unit of competence or workshop.

Our modules and short courses are delivered on-site in Victoria, NSW and via webinar nationally and internationally.

### **Testimonials**

"I would just like to thank both of you, for the presence of energy, knowledge, interesting issues, discussions and dynamic speakers that were there throughout the course; all of which had certainly enhanced my personal PD immensely. What made it even better was that I actually enjoyed myself! I look forward to coming back for more in the future." *Minh Minh Bui*

"I was most impressed with Silvana's delivery of her Note-Taking Skills Professional Development course for Interpreters. She made the course interesting and relevant for all involved, responding to all queries with her considerable expertise, reinforcing existing skills and developing new ones. All participants emerged satisfied and motivated to continue their self-improvement. I would thoroughly recommend any of her courses."

*Eirlys Chessa*

Language Experts training includes modules and workshops covering a range of topics. There is no minimum or limit on how many or the sequence of modules anyone can do. We do, however, offer advice on request regarding appropriate selection to best meet an individual's requirements. Modules/workshops offered are:

- Dialogue and Consecutive interpreting
- English Language Consolidation
- Ethics & Professionalism for Interpreters/Translators
- Introduction to Health-Legal Interpreting
- Linguistics for Interpreters and Translators
- Listening and Comprehension Skills
- Memory Retention and Note-taking
- Note Taking in Consecutive Interpreting
- Research Skills
- Sight Translation
- Small Business Skills for Interpreters and Translators
- Telephone Interpreting Techniques
- Transfer Skills for Interpreters
- Translation Techniques
- Use of CAT (Computer Assisted Tools) – Wordfast/Trados
- Use of Communication Technology in Business Practice

**Please check each program to determine its delivery mode  
i.e. on-site, location and/or webinar**

**To register for any of these modules/short courses please contact:  
Language Experts on 1300 738 408 or email  
[training@languageexperts.com.au](mailto:training@languageexperts.com.au)**

**On-Site - Melbourne & Sydney**



## **INTRODUCTION TO HEALTH-LEGAL INTERPRETING**

**6 Hours**

Introduction to Health-Legal Interpreting is a 1-day course which provides participants with a general overview of interpreting in the Medical and Legal fields, two of the sectors where interpreters are most needed and engaged. This course will enable participants to enhance their job readiness and career opportunities and provide existing practitioners with the opportunity to refine their skills.

The course will provide participants with:

- An introduction to Health-Legal Interpreting
- An overview of the different service delivery agencies within each sector that employ/engage interpreters
- Specific contextual information
- A foundation for further study and practice
- Examination of the role and the expectations of interpreters within each sector
- An introduction to terminology specific to the two sectors

At the end of this course, you will know the context in which you are working and know what you need to know to work effectively in that context!

**Book early to avoid disappointment as limited places available**

Fee: \$275.00 (incl. GST)

**Melbourne: Saturday, 5 September 2014**

**Sydney: Saturday, 25 October 2014**

Time: 10:00am – 4:00pm

Venue: To be advised

PD Point Value – 40 points

**On-Site – Melbourne & Sydney / or Webinar**



## ***ETHICS & PROFESSIONALISM (Modules 1,2,3)***

**1.5 Hours  
(Per module)**

What are Ethics? Why are they a requirement in the Australian context?

What is the significance of the AUSIT Code of Ethics to the profession of Interpreting and Translation in Australia?

What are its fundamental principles and how do they apply to practitioners of interpreting and translation?

Critical analysis of the AUSIT Code of Ethics.

This module will cover topics including:

- The role of the interpreter/translator
- The role of culture and its impact on the work of the interpreter/translator
- How to be assertive and still adhere to the code of ethics
- Knowing your limitations
- The interpreter/translator as a community educator
- Consequences of unethical behavior

Practical exercises and hypothetical scenarios will be used to demonstrate and encourage the exploration of ethical issues.

Fee: \$160.00 (incl. GST) **per module**

Dates: By prior arrangement

**PD Point Value for each module – 10 points**

**On-Site – Melbourne & Sydney / or Webinar**



## ***LISTENING & COMPREHENSION SKILLS***

**1.5 Hours**

Listening and comprehension is fundamental to effective interpreting. Its importance will be demonstrated in this module using examples and demonstrations.

Participants will be encouraged to engage in listening and comprehension activities in English and in their native language where appropriate.

A dynamic practical module for participants who:

- Have completed the Insight module and wish to train for a NAATI test
- Are practitioners wanting to improve their skills
- Are practitioners re-entering the profession after a period of absence

Fee: \$160.00 (incl. GST)

Dates: By prior arrangement

PD Point Value – 20 points



## ***MEMORY RETENTION & NOTE-TAKING (Modules 1 & 2)***

**1.5 Hours  
(Per module)**

Memory retention is an essential skill for interpreters. This module covers the following topics:

- Benefits of note-taking skills
- Improving memory skills through the knowledge of how to encode, store, retrieve and decode information from a source language into a target language
- Applying knowledge of note-taking for the purpose of retaining information

This module also encompasses the practical theory of note-taking and the application of techniques through demonstration. Participants are encouraged to participate in note-taking activities and develop their own personal note-taking style.

A dynamic practical module for participants who:

- Have completed the Insight module and want to train towards a NAATI test
- Are practitioners wanting to improve their skills
- Are practitioners re-entering the profession after a period of absence
- Participants new to interpreting who are planning to sit a NAATI test should consider completing the Listening and Comprehension module first.

Fee: \$160.00 (incl. GST) **per module**

Date: By prior arrangement



**On-Site – Melbourne / or Webinar**



## ***RESEARCH SKILLS***

**1 Hour**

The research skills module provides interpreters and translators with the knowledge to research necessary terminology and precedents, and provides interpreters with the ability to:

- Identify suitable resources and update specialist knowledge
- Select and make critical use of precedents and reference material
- Make efficient use of print, electronic and human resources
- Prepare bilingual glossaries

Fee: \$120.00 (incl. GST)

Date: By prior arrangement

PD Point Value – 20 points

**On-Site – Melbourne & Sydney / or Webinar**



## ***DIALOGUE & CONSECUTIVE INTERPRETING***

**2 Hours**

This module is a practical workshop for participants who:

- Wish to train for a NAATI test
- Would like to improve their skills
- Would like to re-enter the profession after a period of absence

This module covers the following topics:

- Practical texts depicting real-life scenarios
- Role play in monolingual and bilingual formats
- Scenarios conform to current NAATI test requirements for both the Paraprofessional and Professional Interpreter levels
- Transfer skills

Fee: \$195.00 (incl. GST)

Date: By prior arrangement

PD Point Value – 20 points

**On-Site – Melbourne & Sydney / or Webinar**



## ***TELEPHONE INTERPRETING TECHNIQUES***

**1 Hour**

Telephone interpreting is a commonly used method of engaging the services of interpreters. This module explores this method and offers information about the following topics:

- The difference between on-site and telephone interpreting
- The skills required for each mode of interpreting
- The advantages and disadvantages of each mode
- The benefits of using technology
- Current trends in technology and their effects on future interpreting practice

Fee: \$120.00 (incl. GST)

Date: By prior arrangement

PD Point Value – 20 points

**On-Site – Melbourne / or Webinar**



## ***NOTE TAKING IN CONSECUTIVE INTERPRETING***

**2 Hours**

This module complements the Dialogue and Consecutive Interpreting module and provides practical information about the following topics:

- What is consecutive interpreting
- What is monologue interpreting
- What consecutive interpreting involves
- Effective listening skills
- Note-taking skills
- Presenting your translated version
- Acceptable standards of Accuracy

Fee: \$200.00 (incl. GST)

Date: By prior arrangement

PD Point Value – 20 points

## On-Site – Melbourne



## ***ENGLISH LANGUAGE CONSOLIDATION***

**2 Hours**

The English Language Consolidation module is designed to extend the English skills of candidates who are speakers of English as a second language to meet the particular demands of interpreting and translating and to develop their English skills to an acceptable level of competence in areas including idiomatic expressions, grammar and syntax.

The module assists candidates in developing an appreciation of the language of Australian speakers and writers, covering the following topics:

- Oral and written textual analysis
- Composition
- Summary and Précis
- English grammar
- Comparative/contrastive syntax
- Figurative language and idiomatic expression

Fee: \$200.00 (incl. GST)

Date: By prior arrangement

PD Point Value – 10 points



## ***SIGHT TRANSLATION***

### **1.5 Hours**

Sight translation is the process of converting written information from a source language into a target language in an oral manner. This is a skill which a practicing interpreter is required to perform in the course of their work.

Sight translation is a component of the NAATI Professional Interpreter test and comprises two sight translation passages on different subject areas (one passage from English into LOTE and one passage from LOTE into English). Each passage is approximately 200 words in length and related to the dialogue segments.

This is a practical module which looks at the skills required in performing this task accurately and efficiently. Topics covered will include:

- What is sight translation and how is it different to other modes of interpreting
- Common use of sight translation
- The use and practice of analytical skills of a written material
- Application of reading abilities to enhance speed and comprehension
- Practicing public speaking skills

Fee:            \$160.00 (incl. GST)

Date:           By prior arrangement

## On-Site – Melbourne



# TRANSLATION TECHNIQUES

## 3 Hours

This module will introduce and discuss the various translation techniques required in the performance of written translations and will include topics such as:

- What is translation
- Meaning based translations compared with literal translations
- From technical to literary – approaches to translation and specialisation
- The notion and validity of equivalence including strategies for solving non-equivalence
- Machine Translation (MT) and Computer Aided Translation (CAT) - relevance, applicability and benefits.

### Work Practices

- Approaching clients for work
- Purchase orders and business practices
- Professional Development

### Difficulties and Pitfalls

- General overview of some of the issues that Translators encounter and how they might overcome them

**This module requires a minimum of 4 participants.**

Fee: \$360.00 (incl. GST)

Date: By prior arrangement

PD Point Value – 20 points

**On-Site – Melbourne & Sydney**



## ***USE OF CAT TOOLS***

### ***Wordfast or Trados for Beginners***

**3 Hours**

CAT or "Computer Aided Translation" is a computer program that helps to translate text documents more efficiently.

Use of CAT Tools covers the following topics:

- Introduction to CAT tools, translation memory (TM) concepts and available software
- Overview of Wordfast/Trados CAT tools
- Creating translation memory (TM)
- Basic workflow for translating in Wordfast/Trados
- Terminology management for CAT projects
- Comparisons between different CAT tools
- Useful tips for Wordfast/Trados and CAT projects in general
- Medico-legal contexts and other settings

**This module requires a minimum of 6 participants.**

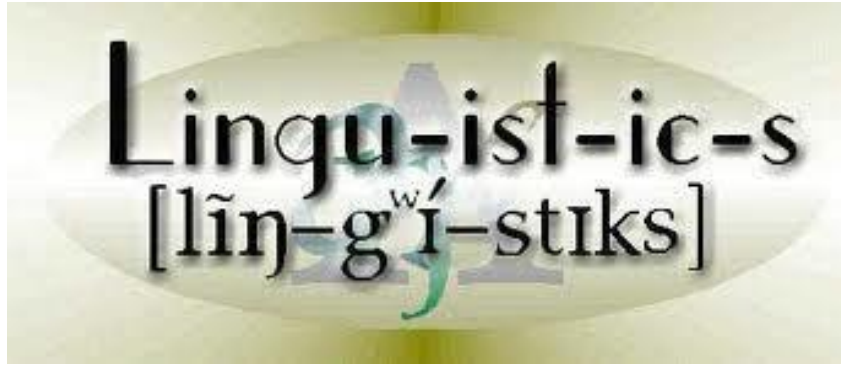
Fee: \$360.00 (incl. GST)

Date: By prior arrangement

PD Point Value – 10 points



**On-Site – Melbourne**



## ***LINGUISTICS FOR INTERPRETERS & TRANSLATORS***

**4 Hours**

This module is an introduction to linguistics which will include lectures and seminar style discussions and problem solving strategies. Participants will benefit from information and knowledge related to key areas of linguistic description and/or structure. The module will cover fundamental topics such as:

- Grammar
- Vocabulary
- The relationship of language changes to social process

**This module requires a minimum of 6 participants.**

Fee: \$385.00 (incl. GST)

Date: By prior arrangement

PD Point Value - 40 points

## **On-Site – Melbourne**



# ***USE OF COMMUNICATION TECHNOLOGY IN BUSINESS PRACTICE***

**2 Hours**

Computers and communication technologies are an essential tool for interpreters and translators. This module provides an introduction to the many tools that are employed by interpreters and translators today. This module covers topics such as:

- Identifying and assessing which tools will best meet your needs
- Identifying the appropriate training for using these tools effectively
- Internet, telephone, email, Blackberry, mobiles, SMS – identifying what you need and where to start

\*This module does not provide hands-on training for any specific technology

Fee:           \$195.00 (incl. GST)

Date:         By prior arrangement

PD Point Value – 10 points

**On-Site – Melbourne**



## ***TRANSFER SKILLS FOR INTERPRETERS AND TRANSLATORS***

**2 Hours**

The Transfer Skills module is designed to explore problems that arise when interpreters and translators encounter lack of equivalence and to develop strategies to deal with them.

The module covers the following:

- Equivalence, meaning and transfer: How linguistic and cultural features impact on finding equivalence when transferring a message across languages
- Strategies for dealing with non-equivalence
- The importance of contextual knowledge, linguistic, interpersonal and communication skills
- Effective listening, perceptiveness, comprehension, memory and note-taking tools

**This module requires a minimum of 4 participants.**

Fee: \$195.00 (incl. GST)

Date: By prior arrangement

**PD Point Value – 20 points**



## **SMALL BUSINESS SKILLS**

**2 Hours**

To run a successful Interpreting/Translation business, you also need a diverse range of business management skills. When you start your business it is likely that your responsibilities will include:

- Marketing
- Insurance
- Accounts
- Contracts

How confident are you in your ability to manage them?

This module is an introduction to setting up your small interpreting and translation business and explains the most important factors in establishing your small business. The module will cover fundamental topics such as:

- Basic business skills for Translator/Interpreters
- Purchase orders/producing invoices & following up outstanding invoices
- Registering for an ABN/GST
- Negotiating fees with clients
- Signing contracts with clients
- Understanding terms of payment/conditions of service
- Professional indemnity insurance
- Public liability insurance
- Marketing your services
- Producing Police Check documents for clients
- Producing Working with Children checks for clients
- Professional membership

Fee: \$195.00 (incl. GST)

Date: By prior arrangement

# Terms and Conditions

1. Full payment must accompany the registration form and must be received at least ten (10) working days prior to the course start date.
2. You may cancel your course registration subject to the following conditions:
  - If notification is received in writing at the Language Experts office ten (10) working days or more before the commencement of the course, the course fees will be refunded less a 15% administration fee.
  - If notification is received in writing at the Language Experts office less than ten (10) working days before the commencement of the course, the course fees will be refunded less a 25% administration fee.
3. If you cancel on or after the commencement date of the course, no refund will be made.
4. Language Experts Training and Professional Development reserves the right to change the venue, cancel or postpone a program to an alternate date. All registered participants affected by such change of venue, cancellation or postponement will be offered the opportunity to transfer to the next available program appropriate for their needs.
5. Participants must complete each individual module/course within the scheduled timetable to qualify for a **Certificate of Attendance**.
6. Fees include GST.

**Declaration:** I have read, understood and accept the above course terms and conditions.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please pay by money order or electronic funds transfer to:**

Name of Account:	Language Experts Pty Ltd
Name of Bank:	ANZ
BSB No.	013 250
Account No.	498 439 765

Postal address: Language Experts, PO Box 142, Surrey Hills VIC 3127

# REGISTRATION / TAX INVOICE FORM

ABN 32120992476

FACSIMILE: (03) 9830 4198

Name		
Address		
	State	Postcode
Telephone	( )	Mob:
Fax		
Email		

NAATI Number (if applicable): \_\_\_\_\_

## I wish to register in the following courses/workshops:

Tick	Course/Program name	Cost
<input type="checkbox"/>	Dialogue & Consecutive Interpreting	\$195
<input type="checkbox"/>	English Language Consolidation	\$200
<input type="checkbox"/>	Ethics & Professionalism Interpreters/Translators	\$160
<input type="checkbox"/>	Introduction to Health-Legal Interpreting	\$275
<input type="checkbox"/>	Linguistics for Interpreters and Translators	\$385
<input type="checkbox"/>	Listening and Comprehension skills	\$160
<input type="checkbox"/>	Memory Retention and Note Taking skills	\$160
<input type="checkbox"/>	Note taking in Consecutive Interpreting	\$200
<input type="checkbox"/>	Research Skills	\$120
<input type="checkbox"/>	Sight Translation	\$160
<input type="checkbox"/>	Small Business Skills	\$195
<input type="checkbox"/>	Telephone Interpreting Techniques	\$120
<input type="checkbox"/>	Transfer Skills for Interpreters and Translators	\$195
<input type="checkbox"/>	Translation Techniques	\$360
<input type="checkbox"/>	Use of CAT tools – Wordfast or Trados for Beginners	\$360
<input type="checkbox"/>	Use of Communication Technology in Business Practice	\$195

Preferred date/s: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- **Once paid, this registration form is recognised by the Australian Taxation Office (ATO) as a compliant Tax Invoice.**
- **Self-education expenses may be eligible for tax deductions. Please retain a copy of this Registration Form/Tax Invoice.**

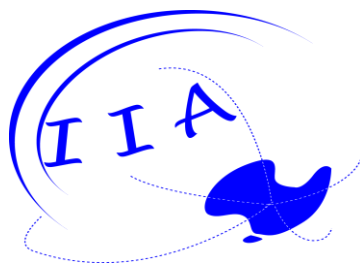
Language Experts, PO Box 142, Surrey Hills VIC 3127

# BOOK/DVD ORDER FORM/TAX INVOICE

Stock Code	Title	Qty	Unit Price	Total
CLI-LB	Community Language Interpreting –A Workbook, Lee & Buzo		\$80.00	
CI-SBH	Community Interpreting , Sandra B Hale		\$77.50	
DCI-SBH	The Discourse of Court Interpreting, Sandra B Hale		\$95.00	
APGT- GSB	A Practical Guide for Translators, Geoffrey Samuelsson-Brown		\$ 70.00	
IOW-MB	In Other words, Mona Baker		\$90.00	
TI	Telephone Interpreting – A Comprehensive Guide to the Profession, Nataly Kelly		\$68.00	
IPPP	Interpreter Policies, Practices and Protocols in Australian Courts and Tribunals-A National Survey, Sandra B Hale		\$65.00	
FT	Forensic Translation: An Introduction to Forensic Translation Analysis, Ali Darwish		\$85.00	
ITS	Introducing Translation Studies: Theories and Applications, J. Munday (paperback)		\$80.00	
ETT	Exploring Translation Theories , Anthony Pym (paperback)		\$98.00	
FT	Found in Translation: How Language Shapes Our Lives & Transforms the World, Nataly Kelly & Jost Zetzche		\$25.00	
ITFE	Is that a fish in your ear, Translation & The Meaning of Everything, David Bellos (hardcover)		\$80.00	
TT	Terminology & Translation: A Phonological- Semantic Approach to Arabic Terminology, Ali Darwish		\$85.00	
ET	Elements of Translation: A Practical Guide for Translators, Ali Darwish		\$105.00	
PT	Optimality in Translation, Ali Darwish		\$105.00	
LTI	Language Translation & Identity in the Age of the Internet, Satellite Television and Directed Media, Ali Darwish		\$85.00	
TTF	The Transfer Factor, Ali Darwish		\$65.00	
TIG	The Interpreter's Guide, Arabic edition, Ali Darwish		\$60.00	
TTH	The Translator's Guide, Arabic edition, Ali Darwish		\$85.00	
SHONC	Staying Healthy In Our New Country (English, Burmese, Karen, Chin)		\$15.00	
Freight charges within Australia- \$13.50 per item Please allow up to 14 working days for delivery within Australia Freight charges outside Australia are quoted separately			Total	\$
			Freight	\$
			Total	\$

**Please pay by electronic funds transfer to:**

Name of Account: Language Experts Pty Ltd  
 Name of Bank: ANZ  
 BSB No. 013 250  
 Account No. 498 439 765



## ***CREATING FUTURE POSSIBILITIES***

**[www.interpreterrevalidationtraining.com](http://www.interpreterrevalidationtraining.com)**

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