



Accreditation by Approved Australian Course

Information Booklet

This booklet has been developed to assist applicants wishing to obtain accreditation based on success in a NAATI-approved course. It provides an introduction to the process involved and will help you complete your application. **You should read this booklet carefully.**

What is NAATI?

NAATI is the national standards and accreditation body for translators and interpreters in Australia. It is the only agency that issues accreditations for practitioners who wish to work in these professions in Australia.

NAATI's Purpose

NAATI's primary purpose is to strengthen inclusion and participation in Australian society by assisting in meeting the nation's diverse and changing communication needs and expectations, through:

- setting, maintaining and promoting high national standards in translating and interpreting, and
- implementing a national quality-assurance system for credentialing practitioners who meet those standards.

NAATI credentialing provides quality assurance to the clients of translators and interpreters and gives credibility to agencies that employ practitioners who are credentialed appropriately.

About NAATI

The National Accreditation Authority for Translators and Interpreters Ltd (trading as NAATI) is incorporated in Australia under the *Corporations Act 2001*. The company is owned jointly by the Commonwealth, State and Territory governments and is governed by a board of directors, who are appointed by the owners. NAATI's main business activities are providing accreditation and other credentialing services for translators and interpreters and related activities. NAATI services are available through offices in every State and Territory of Australia and in New Zealand. The National Office is in Canberra.

What is a NAATI-approved course?

Australian educational institutions in the Vocational Education Training (VET) and Higher Education (HE) sectors can make an application to NAATI for approval of their translating and/or interpreting courses.

If the application meets NAATI's requirements, the course (for example Advanced Diploma of Interpreting) and the languages in which the course(s) can be run will be approved by NAATI.

Benefits of NAATI-approved courses

The advantage of a NAATI-approved course is that students who complete the course at the standard required by NAATI are eligible to apply for NAATI accreditation without further requirements e.g taking a NAATI test.

The award of the accreditation is subject to formal confirmation of the candidates' achievements by the educational institution and recommendation of accreditation to NAATI

How can I tell if a course is NAATI-approved?

NAATI maintains a list of currently approved courses and the languages the course is approved for on its website www.naati.com.au.

Approved courses normally lead to one of the following qualifications:

| Higher Education (HE) Sector | Vocational Education and Training (VET) Sector |
|--|--|
| <ol style="list-style-type: none">1. Post Graduate Diploma2. Bachelor Degree3. Master Degree | <ol style="list-style-type: none">1. Diploma2. Advanced Diploma |

How do I gain accreditation through an approved course?

Graduates from an approved course can be recommended by the institution for NAATI accreditation. To be recommended the individual must:

1. graduate from the course with the qualification; AND
2. achieve the grade required for recommendation in the final practical translation or interpreting examination.

Recommendations by approved institutions are made directly to NAATI. Individuals who have been recommended need to complete and submit an application. The 'Application for Accreditation by Australian Approved Course' (Form B) can be downloaded from the NAATI website.

NAATI-approved institutions will make it clear to students whether they are being recommended for NAATI accreditation.

Those recommended for NAATI accreditation should normally submit an application to NAATI for accreditation not more than three years after their date of completion.

NAATI will consider applications for accreditation where more than three years have passed since the date of completion. The applicant must be able to provide evidence of sufficient regular and continuous work experience in the field of translating and/or interpreting.

Assessment Process

| Stage | Time from application | Correspondence sent from NAATI |
|-----------------------------|-----------------------|--|
| 1. Application submitted | | |
| ↓ | 1 week | |
| 2. Application acknowledged | | Notification of your unique NAATI number and receipt for fees paid |
| ↓ | 2-4 weeks | |
| 3. Application processed | | Letter advising of assessment decision |

If there are problems with your application NAATI will contact you as quickly as possible. Processing may take longer if the institution from which the applicant graduated has not yet supplied NAATI with the list of recommended graduates. If this occurs NAATI will contact the educational institution.

Submission of an application does not in itself mean that accreditation has been granted. Accreditation is granted from the date contained in the formal notification issued in writing by NAATI.

If a successful application for accreditation has been made in relation to a skills assessment for migration, a letter suitable for migration purposes will be issued.

Accreditation tests and Approved Courses

In the period between completion of an approved course and the issue of an accreditation recommendation from the institution, if a student chooses to take a NAATI accreditation test, in the same language, level and skill as the course is being undertaken, and fails the test, the result of the test will prevail and accreditation will not be granted irrespective of the institution's recommendation.

Appeals

Each institution running a NAATI-approved course will have an appeals process. If an individual is unhappy with the outcome of a NAATI-approved course and seeks to appeal the decision because of:

1. the qualification not being awarded
2. disagreement with the grade received for the qualification
3. disagreement with a grade received for a unit of the qualification
4. not being recommended to NAATI for accreditation,

the appeal must be made to the institution running the course. In all the above instances the decision being appealed is that of the approved institution.

NAATI has a process to consider appeals where it relates to a decision made by NAATI. For more information refer to the NAATI website www.naati.com.au.

Revalidation

Any accreditation issued is automatically part of the Revalidation System. This means the accreditation will be valid for a period of three years. To retain the accreditation after this time, the accredited individual must meet the revalidation requirements for work practice and professional development. For more information about Revalidation refer to the Revalidation link on the NAATI website www.naati.com.au.

Certification of Copies of Documents

You may be required to provide certified true copies of documents as part of the application process. This means that an individual authorised to do so must certify any copies of original documents as true copies.

If your current legal name is not the same as that on your documents, you must provide evidence of your name change.

All submitted documents which are copies of original documents must be certified.

It is recommended that you do not send original documents as NAATI does not return these.

Applications will be delayed if documents are not certified properly.

Please note that;

1. Certified copies of an already certified document (that is, a copy of a copy) will not be accepted.
2. Certification should appear on each page of the document and should show:
 - a. the signature of the person certifying the document
 - b. the name of person certifying the document clearly printed or evident in an official stamp
 - c. the contact details of the person certifying the document. This may be a business address, telephone number or e-mail address.
 - d. where possible, an official stamp indicating the occupation/position of the person certifying the document.
3. The following classes of person are authorised to certify copies of documents:
 - a. NAATI staff member (Australia only)
 - b. An officer of an Australian Diplomatic Post
 - c. A Notary Public authorised in the country of the application
 - d. A Commissioner of Oaths (Declarations) authorised in the country of the application
 - e. A Solicitor, Barrister or Judge authorised in Australia or the country of the application. (note each page must be signed and it will not be acceptable for the name of a law firm to appear in lieu of the actual name and signature of the person certifying your document)
 - f. A Justice of the Peace authorised in Australia or the country of the application.

Assessment of your application **will not proceed** if you submit copies of documents where the person certifying the copy is not one of those listed or where the above requirements are not met.