



# Accreditation by Overseas Qualification, Professional Association Membership or Advanced Standing

## Information Booklet

This booklet has been developed to assist applicants wishing to obtain accreditation based on completion of an overseas translating or interpreting qualification or based on the achievement of an overseas credential. 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.

## GENERAL INFORMATION

This document provides information about three of the ways in which NAATI accreditation may be awarded. These are

- Providing evidence of specialised tertiary qualifications in translation and interpreting obtained from an educational institution overseas
- Providing evidence of membership of a recognised international translating and/or interpreting professional association.
- Providing evidence of advanced standing in translating or interpreting

NAATI awards accreditation at the **Professional Translator**, **Conference Interpreter** and **Advanced Translator** levels based on overseas qualifications.

NAATI awards accreditation at the **Conference Interpreter (Senior)** and **Advanced Translator (Senior)** levels based on membership of international translating or interpreting associations and/or advanced standing in the profession.

NAATI does not award accreditation at the **Paraprofessional Translator**, **Paraprofessional Interpreter** and **Professional Interpreter** levels based on an overseas qualification, membership of a translating or interpreting professional association or advanced standing.

Applications must be made using the 'Application for Accreditation by Overseas Qualification, Professional Association membership or Advanced Standing' form downloadable from the NAATI website at [www.naati.com.au](http://www.naati.com.au).

### Assessment Process

Stage	Timeframe	Process output
Application received		
↓	5-7 days	
Payment processed and application acknowledged		Notification of your unique NAATI number and receipt
↓		
Application processed	2-4 weeks	Letter advising of assessment decision OR advising the application is to be considered by QAAC*
↓		
QAAC approval process*	6-12 weeks	Letter advising of assessment decision

\* Qualification Assessment and Advisory Committee (QAAC) approval is only required for accreditations at the Conference Interpreter, Advanced Translator, Conference Interpreter (senior) and Advanced Translator (senior) levels.

### APPLICATION AND ASSESSMENT FEES

Having your overseas qualification assessed involves payment of two fees.

1. Application fee (if not paid previously)
2. Assessment fee

The application fee is not refundable. The Assessment fee may be refunded if you withdraw your application prior to NAATI beginning the formal assessment process. Once NAATI begins assessing your application no refund will be made.

## APPLICATIONS BASED ON OVERSEAS QUALIFICATIONS

NAATI does not offer accreditation based on achieving a particular qualification(s) from an overseas institutions. Rather the program of study of each applicant is considered on an individual basis. It is possible for graduates of the same institution to have different outcomes for their applications, depending on the individual units studied and the grades achieved for those units.

The assessment of any application is based on the number of units and contact hours within the qualification(s). If the applicant did not pass the unit the hours will not be counted in the assessment.

For an applicant to gain accreditation based on an overseas qualification(s), the qualification(s) must be:

- a) awarded by a tertiary educational institution\*
- b) a bachelor degree or higher degree; and
- c) sufficiently specialised in the skills of translating and/or interpreting.

\* The institution must be authorised to award this qualification by the government of the country concerned.

Practical work experience in translating and/or interpreting is also taken into account in the assessment when the applicant also possesses the required formal qualification but this was obtained **more than three years before** the application for accreditation is made.

Where work references are required, the applicant must provide NAATI with a letter(s) from the employer, on company letter including the name, contact details and position held by the person providing the reference and stating the period(s) of employment, description of the position held, proportion of duties that involved translating and the type of translations undertaken.

NAATI must be able to establish that there has been regular and continuous work experience from the time the qualification was obtained until the time the application is made for accreditation.

NAATI will consider an application for accreditation based on more than one qualification on a case by case basis. Where an application is based more than one qualification, when considered together the qualifications must meet the general criteria set out in this section for accreditation to be awarded.

### 1. Professional Translator

The minimum level of qualification held to consider accreditation at this level is a bachelor degree.

Accreditation is awarded only in the languages specified on the qualification and/or academic transcripts. For this level of accreditation one of these languages **must** be English and accreditation is **only** awarded in **one** direction, that is into the 'A' language, in combination with English (even in situations where study may have been in both directions). Both English and the other language **must** be formally taught as part of the qualification.

The candidate's level of performance in the course must be in the top 30%, according to the scale of marks specified for the course.

The assessment will be based on the number of units and contact hours within the qualification. The qualification(s) will need to meet the following:

Unit type	Minimum number of hours
Translating theory or practice	210
All translating or interpreting related units	400

Supporting documents required

- Proof of qualification
- Academic transcript
- Proof of contact hours for each unit of study
- Work references (if qualification gained more than three years before application).

Please note that accreditation at this level can also be awarded on the basis of Membership (fellowship) of the Chartered Institute of Linguists, UK in association with holding a Diploma of Translation or Diploma in English and Chinese Translation from the Chartered Institute of Linguists. Further information in the Applications Based on Professional Association Membership section

## 2. Conference Interpreter

The application must be made on the basis of completion of a formal course of training, with specialisation in **conference interpreting**. The minimum academic standard at this level normally requires a higher translating and/or interpreting degree (for example Masters). Accreditation is granted on approval by the Qualifications and Assessment Advisory Committee (QAAC) of NAATI.

Accreditation is awarded only in the languages specified on the qualification and/or academic transcripts and can be awarded in any direction and combination of languages even if the combinations do not include English. **Normally** accreditation is only awarded into the 'A' language (even in situations where study may have been in both directions).

An applicant must have achieved marks **equivalent to 80%** for the conference interpreting units within the qualification.

The assessment will be based on the number of units and contact hours within the qualification where conference interpreting theory or practice was taught. In total there will need to be a minimum of 600 contact hours for NAATI to be able to award accreditation.

Supporting documents required:

- Proof of qualification
- Academic transcript
- Proof of contact hours for each unit of study
- Work references (if qualification gained more than three years before application).

## 3. Advanced Translator

The application must be made on the basis of completion of a formal course of training, with specialisation in **advanced translating**. The minimum academic standard at this level normally requires a higher degree (for example Masters). Accreditation is granted on approval by the Qualifications and Assessment Advisory Committee (QAAC) of NAATI.

Accreditation is awarded only in the languages specified on the qualification and/or academic transcripts and can be awarded in any direction and combination of languages even if the combinations that do not include English.

An applicant must have achieved marks **equivalent to 80%** for the translating units within the qualification.

The assessment will be based on the number of units and contact hours within the qualification where advanced translating theory or practice was taught. In total there will need to be a minimum of 550 contact hours for NAATI to be able to award accreditation.

Supporting documents required:

- Proof of qualification
- Academic transcript
- Proof of contact hours for each unit of study
- Work references (if qualification gained more than three years before application).

## **APPLICATIONS BASED ON PROFESSIONAL ASSOCIATION MEMBERSHIP**

### **1. Professional Translator**

Accreditation at this level can be awarded on the basis of Membership (fellowship) of the Chartered Institute of Linguists, UK in association with holding a Diploma of Translation or Diploma in English and Chinese Translation from the Chartered Institute of Linguists.

Accreditation is awarded only in the languages specified on the qualification and/or transcripts. For this level of accreditation one of these languages **must** be English and accreditation is **only** awarded in one language direction. That is, into the first language, in combination with English (even in situations where study may have been in both directions).

Supporting documents required

- Evidence of Membership (fellowship) of the Chartered Institute of Linguists, UK
- Evidence of a Diploma of Translation or Diploma in English and Chinese Translation from the Chartered Institute of Linguists, UK

### **2. Conference Interpreter (Senior)**

Granted on the basis of membership of a recognised professional association overseas, the Association Internationale des Interprètes de Conférence (AIIC).

Accreditation at this most senior level is reserved for persons currently active at the highest level of the profession, but is not an honorary award. Approval by the Qualifications Assessment and Advisory Committee (QAAC) is required for accreditation to be granted and will be awarded only to candidates who:

1. Seek accreditation in a language combination, one of which must be the applicants "A" language, the other of which can be their "B" or "C" language. The "C" language will be considered in the combination "C" into "A" only; AND
2. Hold full membership of AIIC, or such other bodies as NAATI may designate from time to time.

### **3. Advanced Translator (Senior)**

Granted on the basis of membership of a recognised professional association overseas, e.g. Association Internationale de Traducteurs de Conférence (AITC).

Accreditation at this most senior level is reserved for persons currently active at the highest level of the profession, but is not an honorary award. Approval by the Qualifications Assessment and Advisory Committee (QAAC) is required for accreditation to be granted and will be awarded only to candidates who:

- a) Seek accreditation in a language combination, one of which must be the applicants "A" language, the other of which can be their "B" or "C" language. The "C" language will be considered in the combination "C" into "A" only; AND
- b) Can provide documentary evidence of full membership of AITC or such other bodies as NAATI may designate from time to time.

## **APPLICATIONS BASED ON ADVANCED STANDING**

### **1. Conference Interpreter (Senior)**

Granted on the basis of demonstrated extensive experience at the senior level.

Accreditation at this most senior level is reserved for persons currently active at the highest level of the profession, but is not an honorary award. Approval by the Qualifications Assessment and Advisory Committee (QAAC) is required for accreditation to be granted and will be awarded only to candidates who:

1. Seek accreditation in a language combination, one of which must be the applicants "A" language, the other of which can be their "B" or "C" language. The "C" language will be considered in the combination "C" into "A" only; AND
2. Can currently satisfy and provide documentary evidence of at least one of the following criteria:
  - i) Full-time employment, for a minimum of five of the seven years immediately preceding application, as an interpreter by a recognised international organisation of the United Nations family, European Union, Interpol, International court of Justice or North Atlantic Treaty Organization (NATO);
  - ii) Freelance engagement, with a minimum of 150 documented working days as a Conference Interpreter; OR
  - iii) Provide five peer endorsements, in the form of written references from an AIIC member, members of any other organisation deemed appropriate by NAATI or from a practitioner accredited by NAATI at the Conference Interpreter level or above, who is qualified in the same language combination as being applied for.

## 2. Advanced Translator (Senior)

Accreditation at this level is granted on the basis of demonstrated extensive experience at the senior level.

Accreditation at this most senior level is reserved for persons currently active at the highest level of the profession. It is not intended to be an honorary award. Approval by the Qualifications Assessment and Advisory Committee (QAAC) is required for accreditation to be granted and will be awarded only to candidates who:

- a) Seek accreditation in a language combination, one of which must be the applicants "A" language, the other of which can be their "B" or "C" language. The "C" language will be considered in the combination "C" into "A" only; AND
- b) Can currently satisfy and provide documentary evidence of at least one (1) of the following criteria:
  - i) Full-time employment, for a minimum of five of the seven years immediately preceding application, as a translator or translation editor by a recognised international organisation of the United Nations family, European Union, Interpol, International court of Justice or North Atlantic Treaty Organization (NATO);
  - ii) Freelance engagement with evidence of **all** of the following:
    - a) Translation of 1 million words into a European language, or 4000 pages (25 lines per page) of double-spaced text from or into an Asian language. In addition, the applicant is required to provide a statutory declaration in relation to sole authorship of the works translated giving a definition of sole authorship in accordance with the Vancouver Protocol. The protocol states that to be credited with authorship a person should (1) contribute substantially to conception and design, or acquisition of data, or analysis and interpretation of data, and (2) draft the article or revise it critically for important intellectual content, and (3) give final approval of the version to be published. Mere participation in the acquisition of funding, the collection of data, or the general supervision of research, does not of itself justify authorship.
    - b) Five peer endorsements, in the form of written references from AITC members (or members of any other organisation deemed appropriate by NAATI), or from a practitioner accredited by NAATI at the Advanced Translator level or above, who is qualified in the same language combination as the applicant.
    - c) Three translations (at the Advanced Translator standard) for evaluation by an overseas assessor with recognised expertise and experience as a translator in the same language combination as the applicant. The assessors will be selected by NAATI.
    - d) A statutory declaration in relation to sole authorship of the selected works for evaluation in accordance with the Vancouver Protocol (refer to iii above).

## Language Classification

NAATI asks for information about an applicant's languages of proficiency for all applications. Accreditation can only be awarded only in certain language combinations and this can vary depending on the level of

accreditation applied for. The classification of languages is according to the definitions provided by the Association Internationale des Interpretes de Conference (AIIC).

#### Active languages:

Active languages are those languages into which the interpreter works. An active language can be one of two kinds:

*A Language:* The interpreter's mother tongue (or another language strictly equivalent to a mother tongue), into which s/he interprets from all other working languages.

*B Language:* A language into which the interpreter works from one or more of her/his other languages and which, although not a mother tongue, is a language of which s/he has perfect command.

#### Passive languages

*C Language:* Passive languages are those languages of which the interpreter has complete understanding and from which s/he interprets. These are what interpreters call their C languages, according to AIIC classification.

### **Overseas Qualification Assessment and Sitting an Accreditation Test**

If a candidate sits for a NAATI accreditation test and is unsuccessful, the candidate forfeits the right an assessment on the basis of a course completed prior to the test. In such cases, the test is regarded as the most recent measure of competency.

### **Appeals Process**

NAATI advises unsuccessful applicants of the reasons for not awarding accreditation.

A review may be requested by completing the 'Application for Review of Assessment' form and paying the fee.

It is up to the applicant to provide additional material which could inform the review decision. The review and subsequent decision may be referred to the Qualifications Assessment and Advisory Committee for further advice.

### **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 refer to the Revalidation link on the NAATI website [www.naati.com.au](http://www.naati.com.au).

### **Supporting Documentation**

Supporting documents are required and differ depending on the type of accreditation being sought.

NAATI does not recommend that you provide original documents. Certified copies of original documents should be provided.

If a document required as part of your application is not provided this will delay the processing of your application.

### **Certification of Copies of Documents**

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

Where documents are not in English, you must provide a certified copy of the original language document and an English translation carried out by either an appropriately NAATI accredited translator or a translator

authorised to perform such a translation in your country of origin. The signature, name, status and contact details of the translator must be provided on the English language version.

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.