



A FORM

Application for Accreditation by Testing

Information Booklet and Application Form

Effective from July 1 2008 to June 30 2009

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Australia

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About NAATI

What is NAATI?

The National Accreditation Authority for Translators and Interpreters Ltd. (NAATI) is the national standards body for the Translation and Interpreting (T&I) profession in Australia. It is owned by the Commonwealth, State and Territory Governments of Australia. It is a company limited by guarantee under the Commonwealth Corporations Act 2001.

What does NAATI do?

- ▶ NAATI sets and maintains the standards of translation and interpreting at four accreditation levels
- ▶ NAATI accredits translators and interpreters who meet the specified standards
- ▶ NAATI conducts translator and interpreter accreditation tests in various cities in Australia and New Zealand. It also provides similar tests for overseas candidates who are unable to sit for the tests in any Australian city
- ▶ NAATI approves T&I courses at tertiary institutions in Australia
- ▶ NAATI assesses T&I qualifications obtained from overseas tertiary institutions
- ▶ NAATI provides advisory services relating to T&I service delivery
- ▶ NAATI provides a National Directory of Accredited and Recognised Translators and Interpreters available for work.

Why gain NAATI Accreditation?

NAATI accreditation is the only qualification officially accepted for the profession of translation and interpreting in Australia. All government T&I services require translators and interpreters to be NAATI accredited whenever possible. NAATI accreditation has been instrumental in providing quality assurance to recipients of T&I services and to giving credibility to agencies that employ accredited practitioners.

What is meant by translation and interpreting?

Translation

Translation is the written conversion of a text from one language (source language) into another language (target language). A translator is a person who transfers in writing a written message from the source to the target language.

Interpreting

Interpreting is the oral rendering of a spoken message from one language (source language) into another (target) language. An interpreter is a person who orally renders the message of the source language into the target language. In the case of sign language, interpreters render the meaning of sign into speech and vice versa.

NAATI Levels of Accreditation

Paraprofessional Interpreter

Accreditation at this level is not available by testing at an overseas location.

This represents a level of competence in interpreting for the purpose of general conversations, generally in the form of non-specialist dialogues.

Duties:

- ▶ interpreting general conversations
- ▶ interpreting in situations where specialised terminology or more sophisticated conceptual information is not required and interpreting in situations where a depth of linguistic ability is not required.

Paraprofessional Translator

Accreditation at the Paraprofessional Translator level has been discontinued for all mainstream languages. It is only available in Australia in selected languages of special community need for recent immigrant and refugee arrivals and Indigenous languages. Accreditation at this level is not available by testing at an overseas location.

This reflects a level of competence in translation for the purpose of producing a translated version of non-specialised information.

Duties:

- ▶ translation of texts which do not contain technical or specialised information or terminology
- ▶ very simple translations, where some level of inaccuracy is acceptable.

Professional Interpreter

This is the minimum level of competence for professional interpreting in Australia, and is the only level of accreditation available for interpreters by testing at overseas locations. Overseas candidates are advised that the test requires a broad knowledge and understanding of Australian social structures including fields such as legal, health, education and government.

Professional Interpreters are capable of interpreting across a wide range of subjects involving dialogues at specialist consultations. They are also capable of interpreting presentations by the consecutive mode.

Duties:

- ▶ interpreting in both language directions for a broad range of subject areas. For example, specialist consultations with other professionals such as doctor/patient, solicitor/client, bank manager/client, and court interpreting
- ▶ working in situations where some depth of linguistic ability in both languages is necessary.

NAATI Levels of Accreditation

Professional Translator

This is the minimum level of competence for professional translating in Australia, and is the only level of accreditation available for translators by testing at overseas locations.

Professional Translators work across a wide range of subjects and require a sound conceptual understanding of the material being translated. NAATI may qualify them to translate into one language only, or into both languages, one of which must be English.

Duties:

- ▶ work may include routine correspondence, reports, standard text material in the general field of scholarship
- ▶ translation of non-specialised scientific, technical, legal, tourist and commercial subjects requiring a high level of accuracy.

Advanced Translator

Advanced Translators handle complex, technical and sophisticated material, compatible with recognised international standards. They may choose to specialise in certain subject areas and usually translate into one language only (usually into their first language).

Duties:

- ▶ tasks involving accurate translation of complex, technical and sophisticated material
- ▶ translation of specialist material for specialists. For example, international conference papers, scientific papers in journals, legal documents, diplomatic agreements etc.

Conference Interpreter

This represents the advanced professional level and a standard of competence sufficient to handle complex, technical and sophisticated interpreting.

Duties:

- ▶ tasks involving international conferences, diplomatic missions, trade and other high level negotiations
- ▶ duties involving complex court proceedings
- ▶ ability to use both simultaneous and consecutive modes of interpreting.

Advanced Translator (Senior) and Conference Interpreter (Senior)

This is the highest level of NAATI accreditation and reflects international standards. Practitioners are highly competent and can demonstrate extensive experience and leadership.

Duties:

- ▶ interpreting tasks as for Conference Interpreters
- ▶ tasks involving the organisation of international conferences
- ▶ providing advice for interpreting services within and outside Australia
- ▶ translation tasks as for Advanced Translators
- ▶ tasks involving the management of translation of papers for international conferences
- ▶ providing advice for translation services within and outside Australia.

NAATI Levels of Accreditation

How do NAATI Standards meet Australian and International requirements?

Although there is virtually no distinction between the international and Australian definitions of Translator and Interpreter, there are differences between the role of practitioners in Australia and the contexts in which they practise, compared to their overseas counterparts.

In Australia translating and interpreting is conducted in a large variety of situations, particularly within the community, as well as for commercial and diplomatic negotiations at a range of levels.

Community translating and interpreting in Australia requires practitioners to have a wide range of skills which enable them to translate and interpret in situations from general conversation through to those where an extensive knowledge of specialised subjects and terminology is expected. Particular needs of the migrant population have helped create the special characteristics which distinguish the way translating and interpreting is practised in Australia compared with overseas.

Community interpreters are normally required to interpret in both language directions. For this reason, NAATI accreditation as a Paraprofessional Interpreter or Professional Interpreter represents a two-way accreditation; both into English and into a language other than English (LOTE).

In addition to community interpreting, there is a demand for highly skilled and experienced practitioners for diplomatic missions, trade delegations, high level negotiations and international conferences. Such interpreters are normally accredited as a Conference Interpreter or Conference Interpreter (Senior) and may hold a one-way or two-way accreditation, that is, into English or into LOTE or both.

For Translation, NAATI accreditation at the Paraprofessional level is two-way, that is, both into and from English. At the professional level, individuals may seek a one-way or a two-way accreditation, that is, English into LOTE or LOTE into English or both. Most professional translators will only work into one language direction, namely from their second language into their first language.

Each NAATI test represents an opportunity to achieve one accreditation. At the Paraprofessional and first professional levels, each accreditation must include English as one of the languages. For example, Arabic/English, Chinese/English, etc.

Revalidation of Accreditation

NAATI accreditation is valid for three (3) years. After this period you will need to revalidate. This means that to maintain your accreditation you will have to show that you have met certain minimum requirements for Continuing Practice (that is actual translating and/or interpreting work completed) and Professional Development (that is training and/or self development completed).

Once accredited a candidate will be provided with information and support so that they understand and have the opportunity to meet the requirements to be revalidated and they will then submit evidence to show that they qualify.

More information about revalidation is available from NAATI's website www.naati.com.au.

Eligibility for Testing

Paraprofessional Translator and Interpreter

Eligibility: Candidates must -

- ▶ have general education equivalent to at least four (4) years of Australian secondary school; and
- ▶ provide evidence of proficiency in both languages.

Language proficiency may be indicated through one or more of the following:

- ▶ demonstrated involvement in translation and interpreting within the community; and/or
- ▶ a satisfactory rating in English and/or foreign language proficiency test; and/or
- ▶ a pass in a Language Aide test in the language in which testing is required.

In cases where education has been interrupted for special reasons, the above criteria may be waived, or alternative criteria substituted, at the discretion of NAATI.

Professional Translator

Eligibility: Candidates must -

- ▶ have either general education to degree or diploma level in any field and/or NAATI accreditation as a Paraprofessional Translator in the language they are seeking accreditation; or
- ▶ have work experience in translation to which an employer has attested; or
- ▶ have evidence of relevant post-secondary studies.

Professional Interpreter

Eligibility: Candidates must -

- ▶ have general education to degree or diploma level in any field; and/or
- ▶ NAATI accreditation as a Paraprofessional Interpreter in the language they are seeking accreditation.

Advanced Translator and Conference Interpreter*

Eligibility: Candidates should hold a degree - in any subject - from a recognised higher education institution and must be accredited by NAATI at the first professional level in the appropriate skill relevant to their application. The requirement for a degree may be waived for those who can demonstrate equivalent professional knowledge and experience in the appropriate skill relevant to their application. Candidates are required to provide an employer's reference as proof that they have been practising regularly as a translator or interpreter for a minimum of two (2) years. Those practitioners who are self-employed will be required to provide a statutory declaration as proof of the above.

***Accreditation at the Conference Interpreter level is not yet available by testing.**

Advanced Translator (Senior) and Conference Interpreter (Senior)

Eligibility: Candidates must satisfy all the requirements of the Advanced Translator and Conference Interpreter category and meet certain requirements of demonstrated experience. Accreditation at the senior level is **not** available through NAATI testing.

NAATI Annual Translator Testing Program 2008/09

The Annual Testing Program is available in Australia and New Zealand only, details of which are published on page 9.

Candidates who wish to sit for a test outside the Annual Testing Program or if the language they wish to sit for is not available on the program, can apply for a Special On Demand test.

For the list of languages in which NAATI offers tests, please refer to page 9.

General Test Information

In 2008/09 NAATI will conduct translator tests according to the program overleaf. Candidates should submit their application form for the Annual Translator Testing Program as soon as possible. Candidates who have already registered with NAATI for the test they wish to sit will receive invitations automatically and do not need to reapply.

Late fees are payable, at the point at which acceptance of the invitation to sit in the testing program is processed, if:

1. An application for inclusion in the testing program is received after 12 September 2008 (AUD\$40 non-refundable); and/or
2. Acceptance of the invitation to sit a test and payment for that test are received after the date specified on the acceptance form. (AUD\$35 non-refundable)

Once registered with NAATI, all candidates are given three (3) opportunities to sit a test. If there is no response to an invitation, this is regarded as a used opportunity. In certain cases a candidate may be given an additional opportunity to sit a test; this applies only in particular circumstances where documentation can be provided, e.g. medical certificate.

Results for the Annual Translator Testing Program are normally available within twelve (12) weeks after the date of the test. This may be slightly longer for languages of high demand.

Candidates who wish to sit for a test outside the Annual Translator Testing Program or if the language they wish to sit is not available on the program, can apply for a 'Special On-Demand Test' by contacting either the NAATI National Office or one of NAATI's State Offices. Candidates in New Zealand should contact NAATI's National Office.

Important Dates for the Annual Translator Testing Program

Test	Test Dates	Closing date for application	Closing date for payment
Paraprofessional Translator & Professional Translator	6-8 November 2008	12 September 2008	The date specified on the acceptance form

Test Fees 2008/09

Annual Testing Program

Paraprofessional Translator	AUSTRALIA \$295	NEW ZEALAND \$305
Professional Translator (Each direction)	\$281	\$291

PLEASE note: All fees are in AUD (including GST if applicable). Each time you sit a test, a test fee applies.

NAATI Annual Translator Testing Program 2008/09

Languages Available in the Annual Translator Testing Program 2008/09

Language	Paraprofessional Translator	Professional Translator
Arabic		◆
Armenian	◆	
Bangla		◆
Bosnian		◆
Chinese		◆
Croatian		◆
Dinka	◆	
Filipino		◆
French		◆
German		◆
Greek		◆
Hindi		◆
Indonesian		◆
Italian		◆
Japanese		◆
Korean		◆
Nuer	◆	
Oromo	◆	
Persian		◆
Polish		◆
Portuguese		◆
Punjabi		◆
Russian		◆
Serbian		◆
Spanish		◆
Swahili	◆	
Tamil		◆
Thai		◆
Turkish		◆
Vietnamese		◆

KEY

◆	Test available for this language/level in this annual program
	No testing for this language/level at this time
	Test not available for this language/level in program. Special On-Demand testing available.

NAATI Annual Interpreter Testing Program 2008/09

The Annual Testing Program is available in Australia and New Zealand only, details of which are published on page 9.

Candidates who wish to sit for a test outside the Annual Testing Program or if the language they wish to sit for is not available on the program, can apply for a Special On Demand test.

For the list of languages in which NAATI offers tests, please refer to page 9.

General Test Information

In 2008/09 NAATI will conduct interpreter tests according to the program overleaf. Candidates should submit their application form for the Annual Interpreter Testing Program as soon as possible. Candidates who have already registered with NAATI for the test they wish to sit will receive invitations automatically and do not need to reapply.

Late fees are payable, at the point at which acceptance of the invitation to sit in the testing program is processed, if:

1. An application for inclusion in the testing program is received after 16 January 2009 (AUD\$40 non-refundable); and/or
2. Acceptance of the invitation to sit a test and payment for that test are received after the date specified on the acceptance form. (AUD\$35 non-refundable)

Once registered with NAATI, all candidates are given three (3) opportunities to sit a test. If there is no response to an invitation, this is regarded as a used opportunity. In certain cases a candidate may be given an additional opportunity to sit a test; this applies only in particular circumstances where documentation can be provided, e.g. medical certificate.

Results for the Annual Interpreter Testing Program are normally available within twelve (12) weeks after the date of the test. This may be slightly longer for languages of high demand. For Special On-demand tests, results are normally available within eight weeks of the test date.

Candidates who wish to sit for a test outside the Annual Interpreter Testing Program or if the language they wish to sit is not available on the program, can apply for a 'Special On-Demand Test' by contacting either the NAATI National Office or one of NAATI's State Offices. Candidates in New Zealand should contact NAATI's National Office.

Important Dates for the Annual Interpreter Testing Program

Test	Test Dates	Closing date for application	Closing date for payment
Paraprofessional Interpreter & Professional Interpreter	March to June 2009	16 January 2009	The date specified on the acceptance form
Auslan Paraprofessional Interpreter & Professional Interpreter	July 2009	8 May 2009	The date specified on the acceptance form

Test Fees 2008/09

Annual Testing Program

Paraprofessional Interpreter	AUSTRALIA \$345	NEW ZEALAND \$354
Professional Interpreter	\$414	\$424

PLEASE note:

An application fee applies to all new candidates

All fees are in AUD (including GST if applicable). Each time you sit a test, a test fee applies.

NAATI Annual Interpreter Testing Program 2008/09

Languages Available in the Annual Interpreter Testing Program 2008/09

Language	Paraprofessional Interpreter	Professional Interpreter
Arabic	◆	◆
Armenian	◆	
Auslan	◆	◆
Bosnian	◆	◆
Cantonese	◆	◆
Croatian	◆	◆
Dinka	◆	
Filipino	◆	◆
French	◆	◆
German	◆	◆
Greek	◆	◆
Indonesian	◆	◆
Italian	◆	◆
Japanese	◆	◆
Korean	◆	◆
Mandarin	◆	◆
Nuer	◆	
Oromo	◆	
Persian	◆	◆
Portuguese	◆	◆
Russian	◆	◆
Serbian	◆	◆
Spanish	◆	◆
Swahili	◆	
Turkish	◆	◆
Vietnamese	◆	◆

KEY

◆	Test available for this language/level in this annual program
	No testing for this language/level at this time
	Test not available for this language/level in program. Special On-Demand testing available.

Special On Demand Tests in Australia and New Zealand

Special On Demand tests are available for candidates who require their accreditation outside the Annual Testing Program or for candidates whose language is not offered in the program. These tests are standard accreditation tests. Special On Demand tests may be arranged at any time during the year during normal business hours at the mutual convenience of the candidate and the NAATI office.

- ▶ Within **three (3) weeks** of submitting the form, the NAATI office in the State/Territory where candidates have specified to sit the Special On-Demand Test will contact them to arrange a date, time and location for their test. Confirmation of these details is sent in writing. Candidates must sit their test within **four (4) weeks** of being first contacted by the NAATI State/Territory manager.
- ▶ The venue for the test is the NAATI State/Territory office in the relevant capital city or a venue arranged by NAATI in other regional centres.
- ▶ When large groups of new candidates are sponsored for testing by organisations such as TAFE Colleges, Translation and Interpreting Service Agencies or Government Departments, individual candidates must still complete an application form.

Languages Available for Testing

	Paraprofessional Translator	Paraprofessional Interpreter	Professional Translator	Professional Interpreter	Advanced Translator
Albanian	■	■	■	■	
Amharic	■	■	■	■	
Arabic		■	■	■	■
Armenian**	■	■			
Assyrian	■	■		■	
Auslan		■		■	
Bangla	■	■	■	■	
Bosnian	■	■	■	■	
Bulgarian		■	■	■	
Burmese	■	■	■	■	
Cantonese		■		■	
Chinese			■		■
Croatian		■	■	■	
Czech		■	■	■	
Dari	■	■	■	■	
Dinka**	■	■			
Dutch		■	■	■	
Filipino		■	■	■	
Finnish		■	■	■	
French		■	■	■	■
German		■	■	■	■
Greek		■	■	■	■
Hakka		■		■	
Hindi	■	■	■	■	
Hungarian		■	■	■	
Indonesian		■	■	■	
Italian		■	■	■	■
Japanese		■	■	■	■
Khmer		■	■		
Korean		■	■	■	

	Paraprofessional Translator	Paraprofessional Interpreter	Professional Translator	Professional Interpreter	Advanced Translator
Lao		■	■	■	
Macedonian		■	■	■	
Malay		■	■	■	
Maltese		■	■	■	
Mandarin		■		■	
Nuer**	■	■			
Oromo**	■	■			
Persian		■	■	■	
Polish		■	■	■	
Portuguese		■	■	■	
Punjabi	■	■	■	■	
Pushto	■	■			
Romanian		■	■	■	
Russian		■	■	■	■
Samoan	■	■	■	■	
Serbian		■	■	■	
Sinhalese	■	■	■	■	
Slovak		■	■	■	
Somali	■	■	■	■	
Spanish		■	■	■	■
Swahili**	■	■			
Tamil	■	■	■	■	
Tetum		■			
Thai		■	■	■	
Tigrinya	■	■			
Tongan	■	■	■	■	
Turkish		■	■	■	
Ukrainian		■	■	■	
Urdu	■	■	■	■	
Vietnamese		■	■	■	

**Testing for these languages will occur in the second half of 2008. More information of specific times for testing will be made available early in the 2008-09 financial year.

Testing Locations in Australia and New Zealand

Testing Locations in Australia

Australian Capital Territory

17A 2 King Street
Deakin ACT 2600
Tel: +61 (2) 6260 3035
Fax: +61 (2) 6260 3036
Email: info@naati.com.au
Office Hours: 9am to 5pm Mon - Fri

New South Wales

Suite 1 Level 5
280-282 Pitt Street
Sydney NSW 2000
Tel: +61 (2) 9267 1357
Fax: +61 (2) 9267 4720
Email: infonsw@naati.com.au
Office Hours: 9am to 5pm Mon - Fri

Northern Territory

c- Multicultural Council of NT
Shop 15
Malak Centre
MALAK NT 0812
Tel: +61 (8) 8945 9615
Fax: +61 (8) 8945 9155
Email: daroff@naati.com.au
Office Hours: 9am to 12pm Tue & Fri

Queensland

Yungaba Centre
120 Main Street
Kangaroo Point
Brisbane QLD 4169
Tel: +61 (7) 3393 1358
Fax: +61 (7) 3393 0745
Email: biroff@naati.com.au
Office Hours: 8.30am to 4.30pm Mon - Fri

South Australia

8th Floor Shell House
170 North Terrace
Adelaide SA 5000
Tel: +61 (8) 8410 5233
Fax: +61 (8) 8410 5235
Email: adroff@naati.com.au
Office Hours: 11.30am to 4.30pm Mon, Tues, Thur,
Fri and 2.30pm to 5.30pm Wed (EST)

Tasmania

Room 2 Level 1 McDougall Building
Eilerslie Road
Battery Point
Hobart TAS 7004
Tel: +61 (3) 6223 6534
Fax: +61 (3) 6224 4914
Email: horoff@naati.com.au
Office Hours: 12pm to 5pm Tues & Thur

Victoria

Suite 14 Level 1 Lonsdale Court
600 Lonsdale Street
Melbourne VIC 3000
Tel: +61(3) 9642 3301
Fax: +61 (3) 9642 3303
Email: infovic@naati.com.au
Office Hours: 9am to 5pm Mon - Fri

Western Australia

Suite 5
72 Canning Highway
VICTORIA PARK WA 6100
Tel: +61 (8) 9472 3588
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Office Hours: 8.30am to 12.30pm Mon - Fri

Testing Locations in New Zealand

Auckland

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Wellington

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Christchurch

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Fax: +64 3 940 8036 (office)
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Special On Demand Tests Overseas

These tests are standard accreditation tests which are conducted at an overseas location. Special On Demand tests may be arranged at any time during the year at the mutual convenience of the candidate, NAATI and the IDP testing centre. All administrative organisation is done through the NAATI National Office.

Overseas testing is available only at the professional level.

Languages Available for Testing at an Overseas Location

Albanian	Finnish	Maltese	Tetum
Amharic	French	Mandarin*	Thai
Arabic	German	Persian	Tongan
Bangla	Greek	Polish	Turkish
Bosnian	Hindi	Portuguese	Ukrainian
Bulgarian	Hungarian	Punjabi	Urdu
Burmese	Indonesian	Romanian	Vietnamese
Cantonese*	Italian	Russian	
Chinese^	Japanese	Samoan	
Croatian	Khmer	Serbian	
Czech	Korean	Sinhalese	
Dari	Lao	Somali	
Dutch	Macedonian	Spanish	
Filipino	Malay	Tamil	

* Available at the Interpreter level only

^ Available at the Translator level only

Steps to NAATI Accreditation by Testing at an Overseas Location

1. Before sitting for a NAATI test at an overseas location NAATI recommends all candidates purchase the Overseas Prospectus Kit. The kit contains preparation products which will help you prepare for the NAATI test. For more information on the Prospectus Kit please refer to the Overseas Testing section on the NAATI website at www.naati.com.au.
2. Study the material in the Prospectus Kit. Work through the Sample Test. If you feel that your standard of translation or interpreting is close to the standard set by NAATI, you may decide to proceed with the test.
3. Complete the Application for Accreditation by Testing form.
4. Your application will be processed by the NAATI National Office and your test will be forwarded to the testing centre in the specified location within four (4) weeks of receiving your application (if the application is received with all necessary documentation. Failure to supply correct information will delay processing.)
5. The testing centre in your specified location will then contact you to confirm the date, time and location of the test within one (1) week of receiving your test from NAATI.
6. Sit the test. You must sit the test within six (6) weeks of initial contact by the test centre.
7. All queries and communications about your test should be directed to the NAATI National Office.

IDP International Test Locations

Any inquiries about testing should be made directly to NAATI's National Office in Canberra Australia.

DO NOT CONTACT THE IDP OFFICES.

Testing locations are subject to change without notice. If the testing location you have applied for is no longer available, NAATI will inform you and advise of alternative locations.

ARGENTINA

Buenos Aires

BANGLADESH

Dhaka

BAHRAIN

Isa Town

CAMBODIA

Phnom Penh

CANADA

Calgary
Vancouver

CHINA

Beijing
Guangzhou
Shanghai

COLOMBIA

Bogota

FIJI

Suva

HONG KONG

Hong Kong

INDIA

Ahmedabad
Bangalore
Chandigarh
Chennai
Hyderabad
Mumbai
New Delhi

INDONESIA

Bali
Bandung
East Java
Jakarta Kuningan
Jakarta Pondok Indah
Makassar
Medan
Semarang
Yogyakarta

IRAN

Tehran

KENYA

Nairobi

KOREA

Busan
Gangnam
Seoul

KUWAIT

Kuwait City

MALAYSIA

Johor Bahru
Kuala Lumpur
Kuching
Penang
Subang Jaya

MAURITIUS

Port Louis

MEXICO

Mexico City

Netherlands

Den Bosch

NEW CALEDONIA

Noumea

OMAN

Muscat

PAKISTAN

Islamabad
Karachi
Lahore

PHILIPPINES

Manila

ROMANIA

Bucharest (B.C.)

RUSSIA

Moscow

SAUDI ARABIA

Jeddah
Riyadh

SINGAPORE

Singapore

SRI LANKA

Colombo

TAIWAN

Kaohsiung
Taichung
Taipei

THAILAND

Bangkok
Hat Yai
Khon Kaen

UNITED ARAB EMIRATES

Abu Dhabi
Dubai

UNITED STATES OF AMERICA

Fort Lauderdale
San Diego

VIETNAM

Denang
Ho Chi Minh City
Hanoi

Information is correct at time of publication, however, testing locations may change without notification.

NAATI Accreditation Related to Migration

How does NAATI accreditation relate to migration requirements?

Australian Immigration Regulations currently recognise NAATI accreditation as a one-way or two-way Professional Translator and/or as a Professional Interpreter as being sufficient for the Skilled Occupation category and for the Community Language Fluency category.

The occupations of Professional Translator and Professional Interpreter are currently included on the Australian Department of Immigration and Citizenship's Skilled Occupations List. If you nominate your occupation as a translator or interpreter, you must have your qualifications assessed by NAATI.

What test should I do to qualify for the Occupational Skill Category?

You will need to obtain NAATI accreditation as a Professional Translator or Professional Interpreter. You may do this by sitting for a NAATI Test.

NAATI suggests that candidates sit for the translator test, from their 'B' language into their 'A' language. The greatest likelihood of success is for this direction. This means that if your first language is Spanish (A) and your next acquired language is English (B), you should sit for the one-way translator test: English into Spanish.

NAATI recommends that candidates should not sit for tests from their C language into either their A or B languages. If you are NOT a translator but rather an interpreter, you should sit for the interpreter test.

What is meant by the terms 'A' Language, 'B' Language, and 'C' Language?

NAATI uses the definitions provided by the ASSOCIATION INTERNATIONALE DES INTERPRETES DE CONFERENCE (AIIC). The working languages of interpreters are classified under the categories A, B and C, and are defined as follows:

Active Languages

- A) the translator's or interpreter's first language (or another language strictly equivalent to a first language), into which they work from all their other languages.
- B) a language other than the translator's or interpreter's first language, of which they have a perfect command and into which they work from one or more of their other languages.

Passive Languages

- C) a language or languages, of which the translator or interpreter has a complete understanding and from which he or she works.

NOTE: NAATI does not award a Professional Translator level accreditation at any level from a C language into a B language.

NAATI Accreditation Related to Migration

What should I do to qualify for the Community Language Fluency Category?

NAATI accreditation as a Professional Translator or Professional Interpreter also currently meets the requirements for the Community Language Bonus Points.

IF you obtain NAATI accreditation you may claim points for both Occupational Skills and Community Language Fluency.

Recognition of fluency in a community language for the purpose of gaining bonus points for migration to Australia may be achieved in one of two ways:

- a) by completing a qualification (of equivalent standard to an Australian degree) gained from a university where the language of instruction was the same as the language for which you are claiming fluency.

If this is your situation you only need to submit to the Department of Immigration and Citizenship, a certified copy of your degree or diploma with your application for migration, claiming the five (5) bonus points on this basis. You may need to obtain a statement from the university verifying that the language of instruction was the community language for which you are claiming fluency.

- b) by obtaining NAATI accreditation as a Professional Translator or Professional Interpreter in your community language and English.

Note that this accreditation will qualify a person for 60 points under the skilled occupation category AND the five (5) bonus points for language fluency.

NAATI accreditation may be obtained by sitting for an examination which permits entry to a profession and represents a much higher level of skill than simple language fluency. It requires near native fluency and comprehension in both English and your other language.

NAATI Testing Policies

Test Invitation Policy

All candidates have a maximum of three (3) opportunities to sit for a particular test.

Candidates are required to pay a test fee EACH time they sit a NAATI test.

Candidates who have not responded to three (3) invitations to sit for a particular NAATI test will automatically be removed from the list of candidates for that particular test. This also applies to candidates who have any combination of failures and no responses to invitations.

A person will only be eligible for reinstatement after a period of two (2) years has elapsed from the date of removal and upon submission of a new application form and payment of the prescribed fee. For more details refer to the Manual for Candidates.

Reinstatement Policy

If the candidate can provide adequate reasons for not accepting one or more of the previous invitations, they may be given one (1) further opportunity. In the event that the candidate either fails the additional test made available under this provision or does not attend the test, then the provisions of section 11.1 of the Manual for Candidates will apply.

If a candidate has failed a particular test on three (3) separate occasions, they will automatically be removed from the list of candidates for that particular test.

A person will only be eligible for reinstatement after three (3) years have elapsed since the last failure. Reinstatement will entitle this person to three (3) more opportunities. For this to happen, the candidate must:

- a) provide evidence that they have undertaken some form of training or practice aimed at significantly improving their chances of success; AND
- b) submit a new application form with payment of the prescribed reinstatement fee.

NOTE: Candidates may withdraw their request for testing at any time and reapply at a later date. In this way, candidates may preserve their opportunities to sit for tests. Candidates must indicate their intention to withdraw from testing in writing.

Candidates who pass a NAATI test are not automatically invited to the next level unless they notify NAATI in writing of their intention to sit for this next level.

Test Rescheduling Policy

A test rescheduling fee will apply if a candidate reschedules the test after notification of the test date. For more details refer to the Manual for Candidates. Rescheduling is only available for special on demand tests.

Conduct of NAATI Test

In all NAATI tests, standard examination procedures are followed. Written or verbal instructions are given to candidates before the commencement of each test and it is expected that these will be observed. For more details refer to the Manual for Candidates.

If you do not have a copy of the Manual for Candidates a copy can be downloaded from the NAATI website at www.naati.com.au/publications.htm

NAATI Testing Policies

Test Property Rights

All NAATI exam papers and tapes are and remain at all times the property of NAATI. At the examination, NAATI provides each candidate with the exam paper for the sole purpose of taking the examination, and on the condition that the exam paper/tape is returned immediately upon the conclusion of the candidate's participation in the examination. For more details refer to the Manual for Candidates.

NAATI normally destroys all test pages and tapes nine (9) months after the test date.

Refunds of Test Fees

Please refer to the Manual for Candidates.

Reviews and Appeals

NAATI assessment procedures are carried out properly and fairly. The reviews and appeals procedures exist to provide an opportunity for another opinion in certain limited circumstances as follows:

- ▶ Reviews of test results and the assessment of academic qualifications in translation and interpreting after completing a tertiary course, either in Australia or overseas, may be requested. (Please see the NAATI website at www.naati.com.au or the Manual for Candidates for more information)
- ▶ Appeals may be made in exceptional cases in relation to the conduct of the test or in the process of assessment of course qualifications where there may be irregularities in the administrative procedures. For more details refer to the Manual for Candidates.

If you do not have a copy of the Manual for Candidates a copy can be downloaded from the NAATI website at www.naati.com.au/publications.htm

Return of Test Results

Results for tests conducted during NAATI's Annual Testing Program are returned to candidates within approximately twelve (12) weeks from the test date. In languages of high demand (e.g. Mandarin, Spanish, Vietnamese) the return of results may be slightly longer. All tests are marked by at least two (2) examiners who may reside in different States/Territories. This, together with the large volume of tests at this time, is why it takes up to twelve (12) weeks to receive a result. Coded comments usually accompany the results.

As soon as NAATI receives the results from the examiners, the results are processed and posted to the candidates. If they have passed, they are accredited as a translator or interpreter in the language and at the level at which they were tested; if not, they will be automatically invited to sit a test the next time their language and level are tested within the Annual Testing Program, unless they have used up their three (3) opportunities. If they sit the test again, they will be required to pay the test fee again.

Results of Special On Demand tests in Australia and New Zealand are returned to candidates within approximately six (6) to eight (8) weeks from the test date.

Results of Special On Demand tests outside Australia are returned to candidates within approximately eight (8) to ten (10) weeks from the test date. This may increase during peak or holiday periods.

NAATI Test Pass Rate

NAATI accreditation is the benchmark for entry into the profession of interpreting and translation in Australia. Consequently, the standards are high. The general pass mark for translation and interpreting tests at the paraprofessional and first professional levels is 70/100. The pass rate is approximately 20% of test candidates. This is because

- the standard is high
- candidates tend to over-estimate their language proficiency and/or T&I skills
- candidates tend to be insufficiently prepared

Preparation will help you to improve your chances of passing a NAATI test. For hints on test preparation please refer to the Manual for Candidates.

Only the translator and interpreter tests (the first professional level) are available at overseas locations. Those candidates seeking higher or lower qualifications can obtain them by sitting the relevant test in Australia.

Test Fees and Charges

All fees and charges are valid from 1 July 2008 until 30 June 2009 and are in Australian Dollars (AUD) including GST if applicable.

APPLICATION FEES

	Australia*	Overseas (incl NZ)
Application Fee‡ (non refundable)	\$90.00	\$96.00
Reinstatement Fee (non refundable)	\$75.00	\$81.00

‡ Application fee is required for **new** candidates only.

ANNUAL TESTING PROGRAM FEES (Candidates must sit a test on dates prescribed by NAATI)

	Australia*	New Zealand
Paraprofessional Translator (both directions)	\$295.00	\$305.00
Paraprofessional Interpreter (both directions)	\$345.00	\$354.00
Professional Translator (each direction)	\$281.00	\$291.00
Professional Interpreter (both directions)	\$414.00	\$424.00
Late lodgement of application (non refundable)	\$40.00	\$40.00
Late return of invitation and payments (non refundable)	\$35.00	\$35.00

SPECIAL ON DEMAND TEST FEES IN AUSTRALIA

(Candidates can apply to sit a test any time during the year)

	Australian citizens and permanent residents*	Non Australian citizens and non-permanent residents*
Paraprofessional Translator (both directions)	\$424.00	\$596.00
Paraprofessional Interpreter (both directions)	\$490.00	\$673.00
Professional Translator (each direction)	\$319.00	\$483.00
Professional Interpreter (both directions)	\$606.00	\$832.00
Advanced Translator (each direction)	\$424.00	\$616.00

SPECIAL ON DEMAND TEST FEES IN NEW ZEALAND

(Candidates can apply to sit a test any time during the year)

	Australian/New Zealand citizens and permanent residents	Non-Australian/non-New Zealand citizens and non-permanent residents
Paraprofessional Translator (both directions)	\$458.00	\$675.00
Paraprofessional Interpreter (both directions)	\$529.00	\$761.00
Professional Translator (each direction)	\$350.00	\$1,111.00
Professional Interpreter (both directions)	\$651.00	\$1,135.00
Advanced Translator (each direction)	\$458.00	\$1,389.00

SPECIAL ON DEMAND TEST FEES OVERSEAS

	Overseas (incl NZ)
Professional Translator (each direction)	\$1,111.00
Professional Interpreter (both directions)	\$1,135.00

Test Fees and Charges

TEST RE-SCHEDULING FEE

	Australia*	New Zealand	Outside of Australia
First re-schedule	\$30.00	\$30.00	N/A
Second re-schedule	\$55.00	\$55.00	N/A
Third re-schedule	\$80.00	\$80.00	N/A

CANCELLATION AND REFUND POLICY

Cancellations must be received in writing, refunds approved will consist of test fee paid less the quoted cancellation fee.

	Annual Testing Program Cancellation Fee	Special On Demand Cancellation Fee
Cancellation and refund requested prior to notification of the test date.	20% of test fee	25% of test fee
Cancellation and refund requested after notification of the test date and prior to the test date.	30% of test fee	35% of test fee
Non-attendance for a test (conditions apply)	50% of test fee	50% of test fee
Refund requested more than one month after the notified test date.	No refund available	No refund available

VIEWING OF MARKED TRANSLATION TEST PAPER FEE

(If viewing of both directions requested on same form, ONLY 1 fee of \$40.00 will apply. If request received at separate times, this will attract \$40.00 for EACH request)

	Australia*	New Zealand	Outside of Australia
Each direction	\$40.00	\$50.00	N/A

REVIEW FEES

TEST REVIEW FEES	Australia*		Overseas (Incl NZ)	
	Review	Report	Review	Report
Language Aide Test (oral part only)	\$70	\$70	N/A	N/A
Paraprofessional Translator (both directions)	\$70	\$70	\$76	\$76
Paraprofessional Interpreter (both directions)	\$70	\$70	\$76	\$76
Professional Translator (each direction)	\$93	\$93	\$100	\$100
Professional Interpreter (both directions)	\$116	\$116	\$125	\$125
Advanced Translator (each direction)	\$209	\$209	\$236	\$236

If the fail result is overturned as an outcome of the review, the review fee will be refunded.

*Prices include GST.

Prices are subject to change without notice.

Filling in the Application Form

Please read all parts of the application form and make certain you provide all the correct information and required paperwork.

If this is your **first** application to NAATI then you will need the following:

- ▶ proof of ID in the form of a certified copy of your passport, driver's licence or ID card. Australian student ID cards are not acceptable. *Overseas applicants please note: only your passport will be accepted as proof of ID.**
- ▶ proof of Australian residential status in the form of a certified copy of your Australian passport, Australian visa, Australian citizenship certificate or Australian birth certificate. (Required if you are claiming to be an Australian citizen or permanent resident) *
- ▶ certified copies of your highest level academic records *
- ▶ certified copies of any employment references *
- ▶ two (2) certified passport photos
- ▶ a witness to sign your passports who must fulfil the requirements as outlined on the last page of this form.

* You only require these if this is your **first** application with NAATI

Please read the Terms and Conditions section of this application (page 27) form carefully and make certain you understand it before proceeding.

**FAILURE TO PROVIDE REQUIRED DOCUMENTATION
WILL DELAY THE PROCESSING OF YOUR APPLICATION**

**IF YOU WISH TO BE SURE THAT NAATI HAS RECEIVED YOUR APPLICATION,
YOU SHOULD SEND IT BY REGISTERED MAIL OR COURIER.**

Application form checklist

- I have read the information about testing provided with this form
 - I have provided two (2) certified passport photos and my witness has completed their declaration
 - I have provided all required certified copies of employment references
 - I have provided a certified copy of my passport/driver's licence/proof of ID card
 - I have provided all required certified copies of Australian citizenship/residency/birth certificates
 - I have provided all required certified copies of my academic records
 - I have read and understood all the terms and conditions of my application
 - I have attached my purchase order (if required)
 - I have attached the correct payment in Australian dollars (AUD) and filled in all the payment details
(**NO PERSONAL CHEQUES**)
 - I have signed the declaration
-



Application for NAATI Accreditation by Testing

Please use blue or black ball point pen to complete this form.

Please print in block letters

Read this form carefully before proceeding

Personal Details

Part 1

Please provide the following proof of identification

	<ul style="list-style-type: none"> Two recent passport photos - verified and signed by a witness (see witness section at the end of this form for further details) A certified copy of a current driver's licence, passport or ID card (only passports will be accepted from overseas candidates) 												
Is this your first application to NAATI?	Yes <input type="checkbox"/> ►	Please make sure you include the application fee	No <input type="checkbox"/>										
Are you requesting to be reinstated?	Yes <input type="checkbox"/> ►	Please refer to the section on NAATI testing policy for information on reinstatement	No <input type="checkbox"/>										
NAATI Number: (if known, 5 or 6 digit number)	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>												
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/> please specify												
Given names													
Family name													
Other names you have been known by e.g. maiden name, preferred name													
Date of birth	<table border="1" style="display: inline-table; text-align: center;"> <tr> <td style="width: 20px;">D</td> <td style="width: 20px;">D</td> <td style="width: 20px;">/</td> <td style="width: 20px;">M</td> <td style="width: 20px;">M</td> <td style="width: 20px;">/</td> <td style="width: 20px;">Y</td> <td style="width: 20px;">Y</td> <td style="width: 20px;">Y</td> <td style="width: 20px;">Y</td> </tr> </table>	D	D	/	M	M	/	Y	Y	Y	Y	GENDER: Female: <input type="checkbox"/> Male: <input type="checkbox"/> (please tick <input checked="" type="checkbox"/> one)	
D	D	/	M	M	/	Y	Y	Y	Y				
Country of birth													
Postal address													
<i>For overseas residents please attach a separate address label in your language</i>	Suburb	State	Post/Zip code										
	Country												
Home phone	()	Business phone	()										
Home fax	()	Business fax	()										
Home mobile	()	Business mobile	()										
Home email													
Business email													

Part 2

Provide details on Australian residency status

Are you an Australian citizen or resident? <i>An Australian resident or citizen is someone who is</i> <ul style="list-style-type: none"> An Australian citizen by birth Someone who has taken Australian citizenship or The holder of a permanent resident visa 	<input type="checkbox"/> Yes I am an Australian permanent resident or citizen <i>If this is your first application with NAATI then please attach a certified copy of your Australian passport or visa or citizenship certificate or Australian birth certificate.</i>				
	I have lived in Australia for <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"></td> <td style="width: 20%; text-align: center;">Years</td> <td style="width: 20%; text-align: center;">Months</td> </tr> </table>				Years
	Years	Months			
	<input type="checkbox"/> No I am not an Australian resident or citizen My country of citizenship and residency is ▼				

Proof of Eligibility

Part 3 Provide academic records

Please provide certified copies of academic records if this is your **first** application to NAATI. Please provide certified translations of non-English documents.

DO NOT SEND ORIGINALS AS NAATI DOES NOT RETURN DOCUMENTS

Highest level of education	Secondary <input type="checkbox"/> Tertiary <input type="checkbox"/> Post Graduate <input type="checkbox"/>
Highest qualification obtained	
Name of institute	
Country of institute	
Number of years attending course	
Evidence of any other relevant qualifications and/or experience	

Part 4 Employment history

Please provide your employment details for the past three (3) years.

On what Basis? Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/> Contract <input type="checkbox"/>		
Employer	Start date	Finish date

Part 5 Language proficiency

Have you been involved in translation and/or interpreting in the community?

Yes <input type="checkbox"/> <i>Please attach written references specifying your involvement</i>	No <input type="checkbox"/>
--	-----------------------------

Have you sat an English proficiency test?

Please attach results

Yes <input type="checkbox"/> ▼	No <input type="checkbox"/>
Name of test	
IELTS <input type="checkbox"/> ► Academic <input type="checkbox"/> or General <input type="checkbox"/>	
Other <input type="checkbox"/> Please specify the test name _____	
What were your scores in?	
Listening _____ Speaking _____ Reading _____ Writing _____	
Overall score _____	

Have you passed a NAATI Language Aide Test?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Language Accreditation

Part 6

Language Accreditation

If applying for a test in more than two (2) languages in combination with English please attach a separate page with language details

For what purpose are you seeking NAATI Accreditation?

- A professional qualification
 Migration/Permanent residency
 Other _____
(Please specify)

Please nominate your preferred testing location

Please refer to the section on testing locations in Australia & New Zealand and IDP International

Please note: If you do not provide a preferred location for testing then NAATI reserves the right to select a testing location for you based on the state or country specified in your postal address.

Please send me a copy of the Manual for Candidates

Yes

No

The Candidate's Manual is available on the NAATI website www.naati.com.au

Language One

In which language do you wish to sit the test?

What level of test do you wish to sit?

** Tests are not available outside of Australia*

‡ Tests are available only in limited languages

Paraprofessional Translator**

Paraprofessional Interpreter*

Interpreter

Translator into English

from English

both directions

Advanced* Translator

into English

from English

both directions

Test Type

I would like to sit the test...

in the Annual Testing Program in Australia or New Zealand

as a Special On-Demand Test in Australia or New Zealand

at an overseas location

Language Two

In which language do you wish to sit the test?

What level of test do you wish to sit?

** Tests are not available outside of Australia*

‡ Tests are available only in limited languages

Paraprofessional Translator**

Paraprofessional Interpreter*

Interpreter

Translator* into English

from English

both directions

Advanced Translator

into English

from English

both directions

Test Type

I would like to sit the test...

in the Annual Testing Program in Australia or New Zealand

as a Special On-Demand Test in Australia or New Zealand

at an overseas location

OFFICE USE ONLY	Language	L	T	E	Material
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Candidate Manual Sent <input type="checkbox"/> Date Sent:			Office sent from		

Terms and Conditions

Scheduling

Annual Testing Program	Translation tests are conducted each year in November. Interpreting tests are conducted between March and June of each year.
Special On-Demand in Australia and New Zealand	Within three (3) weeks of submitting the form, the NAATI office in the State/Territory where candidates have specified to sit the Special On-Demand Test will contact them to arrange a date, time and location for their test. Confirmation of these details is sent in writing. Candidates must sit their test within four (4) weeks of being first contacted by the NAATI State/Territory manager.
Special On-Demand at an overseas location	From the time NAATI receives the application it takes approximately four (4) weeks to assess the application and arrange the test. Incomplete applications will delay the process. The test must be conducted within six (6) weeks after notification by the Test centre. Failure to sit the test will result in a rescheduling and/ or cancellation fee. <i>Refer to the Manual for Candidates*</i> .
Application Fee	All new applicants must pay the non-refundable application fee. This is separate to the test fees

Rescheduling, Cancellation, Withdrawal and Refund

Annual Testing Program	<ul style="list-style-type: none">• Cancellation and refund requested prior to notification of the test date will incur a cancellation fee of 25% of the test fee. Cancellation and refund requested after notification of the test date and prior to the test date will incur a cancellation fee of 35% of the test fee. Non attendance for a test will incur a cancellation fee of 50% of the test fee.• Candidates who decide to withdraw from a test should forward their request in writing to the State/Territory office as soon as possible. A written explanation of the circumstances surrounding the withdrawal should be attached.• The application fee and late fee are non-refundable.• A refund is not available if requested one (1) month or more after the test date.
Special On-Demand in Australia and New Zealand	<ul style="list-style-type: none">• A test rescheduling fee will apply if a candidate reschedules the test after notification of the test date. Candidates rescheduling/deferring the test due to unforeseen circumstances or who provide a medical certificate may be offered an alternative test date. <i>Refer to the Manual for Candidates*</i>.• Cancellation and refund requested prior to notification of the test date will incur a cancellation fee of 25% of the test fee. Cancellation and refund requested after notification of the test date and prior to the test date will incur a cancellation fee of 35% of the test fee. Non attendance for a test will incur a cancellation fee of 50% of the test fee.• The application fee, late fee and rescheduling fee are non-refundable.• A refund is not available if requested one (1) month or more after the test date.
Special On-Demand at an overseas location	<ul style="list-style-type: none">• Cancellation and refund requested prior to notification of the test date will incur a cancellation fee of 25% of the test fee. Cancellation and refund requested after notification of the test date and prior to the test date will incur a cancellation fee of 35% of the test fee. Non attendance for a test will incur a cancellation fee of 50% of the test fee.• The application fee, late fee and rescheduling fee are non-refundable.• A refund is not available if requested one (1) month or more after the test date.

Testing Policy

A test fee must be paid each time a candidate sits a test.

Candidates must attempt all required tasks, including the ethics questions on each test.

All NAATI exam papers and tapes are and remain at all times the property of NAATI. At the examination, NAATI provides each candidate with the exam paper for the sole purpose of taking the examination, and on the condition that the exam paper/tape is returned immediately upon the conclusion of the candidate's participation in the examination.

NAATI does not return answer papers/tapes to candidates, nor does it release copies of exam papers/tapes.

All candidate translation test scripts and interpreter test tapes are retained by NAATI for nine months, after which they are destroyed.

Candidates should note that NAATI is not an "agency" as defined in the Freedom of Information Act. The Act also provides exemption for all examination materials.

*A copy of the Manual for Candidates is available on the NAATI website at www.naati.com.au

Witness and Applicant Declarations

Please attach two (2) recent and identical passport size photos of yourself - verified and signed by your witness

Witness to complete and sign this part of the form

I, _____
(please print your name),

have worked for _____ years at _____
(print company name),

as _____
(print job title)

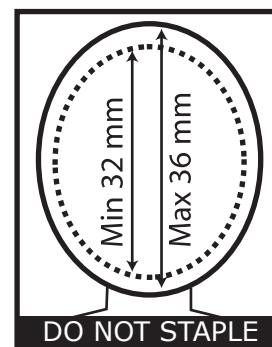
I declare that these photos are a true representation of _____
(print applicant's name)

You can contact me by phone on _____ or by email

at _____

Signature of witness: _____

Date / /



Show head and top of shoulders close up. Do not obscure facial features with sun glasses, scarves or traditional head gear

PLEASE ATTACH PHOTOS WITH REMOVABLE ADHESIVE TAPE OR STAPLE A SMALL ENVELOPE TO THE APPLICATION AND THEN INSERT YOUR PHOTOS

Witness Criteria - The witness must be 18 years of age or over, must **not** be related to the applicant by birth or marriage, and must not be in a de-facto relationship with the applicant. The witness must **endorse the back of both photographs**. The witness must be currently employed in one of the following professional or occupational groups:

- Accountants
- Bank Managers
- Chartered Professional Engineers
- Clerks of Courts
- Dentists
- Justices of the Peace (JP)
- Pharmacists
- Registered Nurses
- Registered Medical Practitioners
- Registered Veterinary Surgeons
- Police Officers (with a minimum of 5 years continuous service)
- Members of the legal profession (solicitors, judges, magistrates)
- Full-time teachers (with a minimum of 5 years employment at a school or tertiary institution)
- Public Service Employee (State or Commonwealth with a minimum of 5 years service)
- NAATI Employee who signs two pieces of photo ID (passport, driver's license, photo ID card etc) Australian student ID cards are not acceptable.

Photo Criteria:

- Two recent photos 3.5 cm wide by 4.5 cm high (passport size), and in colour.
- Photos must be high quality. Low quality printed images will not be accepted.
- Photos should be endorsed on the reverse side and the witness declaration form completed.
- Photos should be no more than 6 months old.

The photos should comply with all other requirements as outlined at <http://www.passports.gov.au/web/requirements/photos.aspx>

Declaration to be signed by applicant

- I declare the information provided in this application form is correct to the best of my knowledge.
- I declare I have read and understood the information provided to me in this information booklet.
- I declare I have read, understood and agree to the terms and conditions of sitting a NAATI Accreditation test.
- I understand the application fee accompanying this application is non-refundable.
- I understand that late fees are incurred if the application or test acceptance is lodged after the closing date(s).
- I understand a rescheduling fee applies if I choose to reschedule the test.
- I understand that the late fee, test fee and rescheduling fee is non-refundable.
- I understand that NAATI reserves the right to conduct an alternative test if for any reason it is not satisfied with the original test conditions or procedures.
- I agree that, in accordance with the concept of confidentiality within the general code of ethics of the Translation and Interpreting profession, I will not disclose the contents of the test to any party.
- I understand a NAATI representative will advise me of the test date and time.
- I understand that each time I sit a NAATI test, a test fee must be paid.

Signature: _____

Date / /

Please return this form with correct payment to your nearest NAATI office or the following address

NAATI
PO Box 223
Deakin West ACT 2600
Australia

Remember that NAATI does not accept personal cheques. Only Australian Money Orders (AMO), Bank Cheques, Overseas Bank Drafts and credit cards. You can pay with cash at any NAATI office.