



REVALIDATION WORK PRACTICE LOG SHEET FOR INTERPRETERS

FOR INTERPRETING WORK UNDERTAKEN BETWEEN:/...../..... AND/...../.....		
NAME:			NAATI NUMBER:
LANGUAGE OTHER THAN ENGLISH (LOTE):	(NOTE: Use a separate Log Sheet for each language practised)		
ADDRESS			
TELEPHONE	Home:	Business:	Mobile:
EMAIL	Home:		Business:

To meet the requirements for revalidation you must complete a minimum of forty assignments per year over the revalidation period of three years. That is, 120 assignments for the three years.

An assignment is defined as an interpreting job of less than one hour to a maximum of one day. Assignments that require more than one day such as conferences and court cases where multiple days are required for the same appointment as the interpreter, each day after the first is classified/counted as a separate assignment.

Interpreters who meet the required number of assignments before the end of the three year period should continue to keep records of additional work until the end of the three year period.

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Assignment number	Assignment date	Employer/Client name	Subject area	Duration of assignment (hours)	Form of documentation retained
<i>EXAMPLE</i>	<i>21/1/2008</i>	<i>Adamant Interpreters</i>	<i>Tax Audit</i>	<i>0.5</i>	<i>Booking sheet</i>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

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= Total Hours worked on this page

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Declaration

I certify that the entries in this document are a true and accurate record of the **Assignments** (hours and days) I have participated in/undertaken during the stated reporting period and that I have the documentary evidence necessary to support the above record should I be called on to present it for validation/audit.

Applicant

Witness

Signature:

Signature:

Name:
(Print name here)

Name:
(Print name here)

Date:

Date:

Category of Witness (see criteria below)

Contact telephone number:

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 be currently employed in one of the following professional or occupational groups:

- Justices of the Peace (JP)
- Accountants
- Bank Managers
- Chartered Professional Engineers
- Police Officers (with a minimum of 5 years continuous service)
- Members of the legal profession (solicitors, judges, magistrates)
- Clerks of Courts
- Dentists
- Pharmacists

- Registered Nurses
- Registered Medical Practitioners
- Registered Veterinary Surgeons
- Full-time teachers (with a minimum of 5 years employment at a school or tertiary institution)
- Public Service Employees (State or Commonwealth with a minimum of 5 years service)
- NAATI Staff Member