



WORKSHOP PROGRAM AUSTRALIAN CAPITAL TERRITORY

JANUARY-JUNE 2010

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All you need to know about your important test - enrol now!

Special preparatory workshops are available from NAATI. These workshops will:

- help participants prepare to undertake tests more confidently
- maximise chances of passing
- provide a unique opportunity to receive information about the examinations and to ask any questions about the examination process
- assist participants who are also sitting the test to gain bonus points for migration
- be facilitated by experts in the field of translation and interpreting
- be conducted at the NAATI office

Registration is required

Program and registration form attached

PROFESSIONAL TRANSLATOR TEST PREPARATORY WORKSHOP PROGRAM

WORKSHOP FEE: \$90.00 (including GST)

- 8:45am** **REGISTRATION**
- 9:00am** **ETHICS OF THE PROFESSION**
The 8 principles of the "Code of Ethics" & the translator's role
What does & does not constitute professional conduct
Sample questions & practice
- 10:15am** **MORNING TEA**
- 10:30am** **TRANSLATION TECHNIQUES: A NAATI EXAMINER'S PERSPECTIVE**
Translation standards
Avoiding mistakes
The marking process
Candidate test preparation hints
Optimum use of reference materials
Time management
Participants' questions, etc
- 12:00pm** **THE TRANSLATOR TEST: UNDERSTANDING THE TEST PROCESS**
Test format
Minimum marks
Reference materials
Viewing/Reviewing
Supplementary ethics test, etc
Participants' questions, etc
- 12:30pm** **WORKSHOP ENDS**

WHAT SHOULD I BRING?

Please bring your own notepaper, pen and a copy of the NAATI booklet titled Ethics of Translation & Interpreting: A Guide to Professional Conduct in Australia to assist with the session on ethics. It is advisable to purchase this booklet prior to the workshop. All candidates will receive a set of workshop notes.

DATES AVAILABLE

- Saturday 19 June 2010

ETHICS & PROFESSIONAL CONDUCT (TRANSLATION) WORKSHOP PROGRAM

WORKSHOP FEE: \$90.00 (including GST)

All NAATI Translator tests contain questions relating to professional ethics. This practical workshop is designed to ensure that candidates for accreditation as Translators are aware of the eight (8) principles of the Code of Ethics, issues involved in professional ethics and the need for practitioners to accept and observe a suitable code of conduct. Participants will receive numerous examples and scenarios that frequently confront translators and attempt, through group discussion, to find acceptable solutions to the problems posed.

The ethics workshop complements the Translator Test Preparatory Workshop and assists all candidates who require assistance in preparing for the ethics component of the Translator examination.

1:00pm INTRODUCTION TO THE ETHICS OF THE PROFESSION

The "Code of Ethics"

The translator's role

What does & does not constitute professional conduct

Sample questions & practice

HOW TO APPROACH THE ETHICS SECTION OF THE NAATI TEST

Identifying the principles

Discussing possible resolutions to the dilemma

How to write a 'blockbuster' answer to an ethics question

4:00pm WORKSHOP ENDS

WHAT SHOULD I BRING?

Please bring your own notepaper, pen and a copy of the NAATI booklet titled Ethics of Translation & Interpreting: A Guide to Professional Conduct in Australia to assist with the session on ethics. It is advisable to purchase this booklet prior to the workshop. All candidates will receive a set of workshop notes.

DATES AVAILABLE

- Saturday 19 June 2010

INTERPRETER TEST PREPARATORY WORKSHOP PROGRAM

FEE: \$180.00 (including GST)

This workshop offers a general overview of the Paraprofessional Interpreter & Professional Interpreter tests.

8:45am REGISTRATION

9:00am INTRODUCTION TO THE INTERPRETING TESTS

Format
Procedure
Marks
Review

9:30am SOCIAL/CULTURAL ASPECTS & ETHICS OF THE PROFESSION

Why and how does culture play a major role in the ability of an interpreter to communicate messages between their clients who usually come from 2 different cultural backgrounds?
The 8 principles of the AUSIT 'Code of Ethics' and how to solve ethical dilemmas in the test situation.

11:00am MORNING TEA

11:10am DIALOGUE INTERPRETING

Factual accuracy and effectiveness of communication.
Developing your skills.

1:00pm LUNCH (not provided)

1:30pm SIGHT TRANSLATION

New section introduced into Professional Interpreter test 1 March 2008
Oral translation of a written text.
Developing your skills.

2:30pm CONSECUTIVE INTERPRETING

Techniques.
Listening, memory and note taking.

3:30pm WORKSHOP ENDS

NOTE: As there are only 30 minutes allocated for lunch and many food premises in the office proximity are closed on weekends, candidates are advised to bring their own lunch. Tea and coffee facilities will be provided.

DATES AVAILABLE

- Saturday 12 June 2010

ETHICS & PROFESSIONAL CONDUCT (INTERPRETING)

WORKSHOP FEE: \$90.00 (including GST)

All NAATI Interpreter tests contain questions relating to professional ethics. This practical workshop is designed to ensure that candidates for accreditation as Interpreters are aware of the eight (8) principles of the Code of Ethics, issues involved in professional ethics and the need for practitioners to accept and observe a suitable code of conduct. Participants will receive numerous examples and scenarios that frequently confront interpreters and attempt, through group discussion, to find acceptable solutions to the problems posed.

The ethics workshop complements the Interpreter Test Preparatory Workshop and assists all candidates who require assistance in preparing for the ethics component of the Paraprofessional or Professional Interpreter examinations.

4:00pm INTRODUCTION TO THE ETHICS OF THE PROFESSION

What is the Code of Ethics & why is it necessary?
What are the 8 principles of the Code of Ethics?
Understanding the principles & how they apply to interpreters

**HOW TO APPROACH THE ETHICS COMPONENT OF THE NAATI
PARAPROFESSIONAL INTERPRETER & PROFESSIONAL INTERPRETER TESTS**

Examiner expectations & marking criteria
Practical study of numerous dilemmas & discussion of possible resolutions
Video presentation: Ethical Issues for Community Interpreters
Discussion & questions

7:30pm WORKSHOP ENDS

WHAT SHOULD I BRING?

Please bring your own notepaper, pen and a copy of the NAATI booklet titled Ethics of Translation & Interpreting: A Guide to Professional Conduct in Australia to assist with the session on ethics. It is advisable to purchase this booklet prior to the workshop. All candidates will receive a set of workshop notes.

DATES AVAILABLE

- Saturday 12 June 2010

NAATI WORKSHOP POLICY

1. Full payment is required before you undertake the workshop.
2. Cancellations must be in writing (mail, fax or email) to the NAATI State or Territory Office where you registered for the workshop.
3. If you cancel your registration more than 7 working days before the workshop your fees will be refunded.
4. If you cancel your registration 7 working days before the workshop your fees will be refunded less 15% of the fees paid.
5. If you cancel your registration 1-6 working days before the workshop your fees will be refunded less 25% of the fees paid.
6. When cancelling a session or sessions that were part of a discounted multiple booking, the refund will comprise of workshop session fee, less the discount and any other applicable cancellation fees.
7. If you cancel or do not attend on the day of the workshop, no fees will be refunded.
8. NAATI reserves the right to reschedule a workshop to a mutually convenient time if, for any reason, NAATI cannot hold the workshop on the date originally set.
9. All prices are inclusive of GST.

DECLARATION

This declaration must be signed and dated

- I have read and accept the terms and conditions of the NAATI Workshop policy.

Signature: _____

Date

D	D	/	M	M	/	Y	Y	Y	Y
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WORKSHOP ENROLMENT FORM

Please return this form with correct payment to the following address as soon as possible to secure your place:
NAATI Workshops, PO Box 223 Deakin West ACT 2600 or fax to 02 6260 3036

NAATI Number:	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>				
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <i>please Specify</i> <input type="checkbox"/>				
Given name					
Family name					
Postal address					
	Suburb		State		Postcode
Contact number (BH)	()		Contact number (AH)	()	
Email				DOB: <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	
Language					

Select the workshop(s) you wish to attend

WORKSHOP	DATE	TICK <input checked="" type="checkbox"/>	FEE	OFFICE USE ONLY
Translator Test Preparatory Workshop*	19/06/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	WORKTTP
Ethics & Professional Conduct (Translation)*	19/06/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	WORKETH
Interpreter Test Preparatory Workshop	12/06/2010	<input type="checkbox"/>	\$180.00 (incl. GST)	WORKITP
Ethics & Professional Conduct (Interpreting)	12/06/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	WORKETH

*10% discount for attending Translator Test Preparatory Workshop AND Ethics & Professional Conduct

NAATI does not accept personal cheques (only AMO, BANK CHEQUES and OVERSEAS DRAFTS)				
Amount \$AUD:		All payments must be made in Australian dollars		
<small>(Please tick <input checked="" type="checkbox"/> one)</small>				
<input type="checkbox"/> Australian Money Order	<input type="checkbox"/> Bank Cheque (a cheque purchased from a bank)	<input type="checkbox"/> Overseas Bank Draft		
<input type="checkbox"/> Credit or Debit Card	<input type="checkbox"/> Cash (payable at any NAATI office)			
<small>Card details (Please tick <input checked="" type="checkbox"/> one)</small>				
<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Amex	<input type="checkbox"/> Debit card (ONLY at a NAATI office)	
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<small>Credit card number</small>		<small>Security number if requested</small>		<small>Expiry date</small>
Card holder's name				
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OFFICE USE ONLY	DATE RECEIVED:	
	CC <input type="checkbox"/> CHQ <input type="checkbox"/> AMO <input type="checkbox"/> CSH <input type="checkbox"/> DD <input type="checkbox"/> EFTPOS <input type="checkbox"/>	AMOUNT PAID:
	ENTERED BY:	DATE:
	RECEIPT NUMBER:	TRANSACTION NUMBER: