



NATIONAL ACCREDITATION AUTHORITY FOR TRANSLATORS AND INTERPRETERS

NAATI ◀◀

ONLINE COURSE PROGRAM ◀◀



2009

Introduction

Distance at times often makes it difficult for individuals to access training opportunities. To assist potential candidates who wish to gain 'Accreditation' or 'Recognition' to find preparation courses and Accredited practitioners to access professional development materials, NAATI has developed a number of Online courses that can be accessed by anyone with a computer and internet connection.

Computer Requirements

- Desktop/Notebook computer
- Internet access
- Windows 98 or higher
- Internet Explorer 5.5 or higher
- Flash 8 Plugin

Length

Although these courses will take approximately 18 hours of work, they can be completed at any time within a two month period, allowing you the flexibility to do the course when and where it suits you. You will also be given targets and encouragement to assist you to complete the course.

Introduction to Interpreting

Description of course

The 'Introduction to Interpreting' course will help you start building the knowledge and skills you will use as an 'Accredited' or 'Recognised' Interpreter.

The course includes exercises and tests to help you improve your skills.

Topics Covered

1. The Australian Society
2. Background and Development
3. Community Interpreting
4. Major Agencies
5. NAATI - Overview
6. AUSIT - Overview
7. Defining Interpreting
8. Skills and Techniques of Interpreting
9. Communication Skills
10. Memory and Note Taking Skills
11. Dynamics of the Process
12. Interpreting Techniques
13. Problem Solving Strategies
14. Limits and Responsibilities
15. Cultural and Ethical Aspects
16. Readiness for the Job

Who should do this Course?

This course is appropriate for anyone:

- taking their first step in preparing for a 'Paraprofessional Interpreter' test
- applying for 'Recognition'
- wishing to gain an understanding of Interpreting
- doing professional development at a 'Paraprofessional' level
- not able to access other preparation training

Behaving Ethically

Description of course

The aim of this Course is to provide you with a sound knowledge of the ethics of the Translation and Interpreting profession based on the AUSIT Code of Ethics. It focuses on the skills to apply the principles in real life situations.

The course includes case studies and tests to assist with your learning.

Topics Covered

1. Morals and Ethics
 - a. Definitions
 - b. History of Ethics
 - c. Ethical Theory
2. Industry Ethics
 - a. Defining Industry Ethics
 - b. Industry Ethics in T & I
 - c. Ethical Principles for T & I
 - d. Code of Practice for T & I
3. Application of Ethics
 - a. Ethical Decision Making
 - b. Cultural Aspects
 - c. How to Act
4. NAATI Test Questions
 - a. Expectations & Requirements
 - b. Answering Test Questions

Who should do this Course?

This course is appropriate for anyone:

- preparing for an 'Accreditation' test
- doing Professional Development
- applying for 'Recognition'
- wishing to gain an understanding of the ethics of the profession
- not able to access other preparation training

Introduction to Interpreting Course

Introduction to Interpreting #1

Start Date – 13 July 2009
End Date – 11 September 2009

Introduction to Interpreting #2

Start Date – 17 August 2009
End Date – 16 October 2009

Introduction to Interpreting #3

Start Date – 14 September 2009
End Date – 13 November 2009

Introduction to Interpreting #4

Start Date – 19 October 2009
End Date – 11 December 2009

Introduction to Interpreting #5

Start Date – 16 November 2009
End Date – 22 January 2010

Introduction to Interpreting #6

Start Date – 14 December 2009
End Date – 19 February 2010

Behaving Ethically Course

Behaving Ethically #1

Start Date – 27 July 2009
End Date – 25 September 2009

Behaving Ethically #2

Start Date – 31 August 2009
End Date – 30 October 2009

Behaving Ethically #3

Start Date – 28 September 2009
End Date – 27 November 2009

Behaving Ethically #4

Start Date – 26 October 2009
End Date – 18 December 2009

Behaving Ethically #5

Start Date – 30 November 2009
End Date – 29 January 2010

Behaving Ethically #6

Start Date – 14 December 2009
End Date – 19 February 2010

Course Fees

Introduction to Interpreting Course fee	\$150.00
Behaving Ethically Course fee	\$150.00

Workshop Terms and Conditions

1. Full payment is required at least five (5) working days prior to the course start date.
2. You may cancel your course registration subject to the following conditions:
 - If notification is received in writing at the state office five (5) working days or more before the commencement of the course, your payment will be refunded less a 15% administration fee.
 - If notification is received in writing at the state office less than five (5) working days before the commencement of the course, your payment will be refunded less a 25% administration fee.
 - If you cancel on or after the commencement date of the course, no refund will be made.
3. NAATI reserves the right to reschedule the course if it is unable to start it on the specified date.
4. Students must complete all modules within 2 months to complete the course and receive their certificate.

If a course is cancelled for any reason, you will have the option of receiving a full refund or transferring to another course.

Contacts

National Hotline: 1300 557 470
 Ph: 02 9267 1357
 Fax: 02 9267 4720
 Office Hours:
 9.00am to 4:00pm - Monday to Friday

Postal Address: PO Box A161
 Sydney South NSW 1235

Email: sywshop@naati.com.au

Course Registration Form

I wish to enrol in the following Course(s). **Please tick appropriate box.**

<input checked="" type="checkbox"/>	Course	Fee
<input type="checkbox"/>	Introduction to Interpreting #1	\$150.00
<input type="checkbox"/>	Introduction to Interpreting #2	\$150.00
<input type="checkbox"/>	Introduction to Interpreting #3	\$150.00
<input type="checkbox"/>	Introduction to Interpreting #4	\$150.00
<input type="checkbox"/>	Introduction to Interpreting #5	\$150.00
<input type="checkbox"/>	Introduction to Interpreting #6	\$150.00

<input checked="" type="checkbox"/>	Course	Fee
<input type="checkbox"/>	Behaving Ethically #1	\$150.00
<input type="checkbox"/>	Behaving Ethically #2	\$150.00
<input type="checkbox"/>	Behaving Ethically #3	\$150.00
<input type="checkbox"/>	Behaving Ethically #4	\$150.00
<input type="checkbox"/>	Behaving Ethically #5	\$150.00
<input type="checkbox"/>	Behaving Ethically #6	\$150.00
Total Course Fees		\$

NAATI number: _____ Title: _____ Date of Birth: _____

Given name: _____ Family name: _____

Address: _____ Suburb/City: _____

State: _____ Postcode: _____

Telephone (w): _____ Fax(w): _____

Mobile: _____ Language: _____

Email address: _____

Internet connection <input checked="" type="checkbox"/>	<input type="checkbox"/> Dial up <input type="checkbox"/> Cable	<input type="checkbox"/> ADSL Speed 512kbps or faster <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for doing the course(s): <input checked="" type="checkbox"/> <input type="checkbox"/> Paraprofessional Interpreting test <input type="checkbox"/> Interpreting test	<input type="checkbox"/> Translation test <input type="checkbox"/> Recognition application <input type="checkbox"/> Professional Development <input type="checkbox"/> Other _____
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Payment Options (Please tick one) Indicate Total Fees Paid: \$.00

Credit Card Australian Money Order Bank Cheque Cash Eftpos

Credit Card Details

Visa Mastercard Bankcard Amex

Credit card number

Expiry date

Name on card:

Signature: _____ Date _____

Declaration

I have read and understand the Course terms and Conditions.

Signature: _____ Date: _____