



NEW SOUTH WALES

WORKSHOP PROGRAM JANUARY - JUNE 2010

NAATI WORKSHOPS

NSW WORKSHOP PROGRAM 2010

TRANSLATION WORKSHOPS

In preparation for the Translation Test, the NAATI Sydney office will be holding translation workshops throughout 2010.

The workshops are designed to provide candidates with an insight into the NAATI Translation Test.

Workshops are delivered in two 3-hour sessions.

Topics covered include:

- Introduction to translation
- General principles
- Ethics of the profession
- Social & Cultural awareness
- Structure & format of the test

Types of Translation Workshops

Non-Language Specific Workshops

The week before session 1, candidates will receive a sample translation exercise to complete and hand in at session 1.

The completed exercise is forwarded to an examiner for feedback and will be returned to the candidate at session 2.

All workshops are delivered in English.

Language Specific Workshops

These workshops are held from July through to early November each year. They are held if there is enough demand for that language i.e. minimum five (5) enrolments.

If a language specific workshop is not available for your language, Non-Language Specific workshops are available.

Translation is the transfer of a written text from one language into another.

ETHICS WORKSHOPS

Learn how to answer the NAATI Test ethics questions

This workshop is designed to give you a basic understanding of the principles of ethics and how they apply to the real world. You will also be shown the best way to answer the ethics questions in the NAATI Test.

INTERPRETER WORKSHOPS

NAATI Sydney office will be holding Language and Non Language Specific interpreting workshops and Note Taking workshops.

NAATI Interpreting workshops are designed to provide candidates with an Insight into Interpreting, the Ethics of Interpreting and a introduction to basic Interpreting techniques.

Types of Interpreting Workshops

12 Hour Interpreter Workshop

(Language & Non Language Specific)

- Session 1

The structure and format of the test, how they are conducted and how to better prepare.

- Session 2

Culture and Ethics. Includes discussions concerning the Social & Cultural and Ethical aspects of the test.

- Session 3

Techniques in Interpreting. Includes communication and listening skills.

- Session 4

Interpreting practice.

Includes common problems in Interpreting, role conflicts and short practice exercises (time permitting).

6 Hour Note Taking Workshop

- General principles on Note Taking
- Key words
- Abbreviations
- Memory techniques
- Symbols and signs
- Practice and feedback (time permitting)

WORKSHOP FEES

Interpreting Workshop fee	\$270.00
Note Taking fee	\$180.00
Translation Workshop fee	\$180.00
Ethics workshop fee	\$90.00

TRANSLATION WORKSHOPS

All sessions from 5.30pm to 8.30pm

Non-Language Specific #6

Session 1 – Thursday 28 January 2010

Session 2 – Thursday 18 February 2010

Non-Language Specific #7

Session 1 – Wednesday 10 March 2010

Session 2 – Wednesday 31 March 2010

Non-Language Specific #8

Session 1 – Thursday 22 April 2010

Session 2 – Thursday 6 May 2010

Non-Language Specific #9

Session 1 – Wednesday 26 May 2010

Session 2 – Thursday 17 June 2010

INTERPRETING WORKSHOPS

Non-Language Specific #2

Session 1 – Wednesday 10 February 2010 - 5:30pm-8:30pm

Session 2 & 3 – Saturday 13 February 2010 - 9am-4pm

Session 4 – Wednesday 17 February 2010 - 5:30pm-8:30pm

Non-Language Specific #3

Session 1 – Thursday 20 May 2010 - 5:30pm-8:30pm

Session 2 & 3 – Saturday 22 May 2010 - 9am-4pm

Session 4 – Thursday 27 May 2010 - 5:30pm-8:30pm

Note Taking #1

Session 1 – Thursday 11 March 2010

Session 2 – Thursday 18 March 2010

(Both sessions from 5:30pm-8:30pm)

ETHICS WORKSHOPS

All sessions from 5.30pm to 8.30pm

Ethics #4 - Thursday 11 February 2010

Ethics #5 - Wednesday 14 April 2010

Ethics #6 - Thursday 3 June 2010

Workshops are held at the NSW Office:

Level 5-280 Pitt Street Sydney 2000
Email: infonsw@naati.com.au

Ph: 02 9267 1357 Fax: 02 9267 4720

Please post or fax your enrolment form with the appropriate fee to NAATI Workshops at:

PO Box A161 Sydney South NSW 1235 Fax: 02 9267 4720

Office Hours: 9.00am to 4:00pm Monday to Friday

For further information on the NAATI workshops, please call the NAATI NSW Education Officer on 02 9267 1357 or email at infonsw@naati.com.au

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

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M	M
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Y	Y	Y	Y
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WORKSHOP ENROLMENT FORM

Please return this form with correct payment to **NAATI Workshops PO Box A161 Sydney South NSW 1235 or fax to 02 9267 4720**

NAATI Number:

Title Mr Mrs Ms Miss Other *please Specify*

Given name

Family name

Postal address

Suburb State Postcode

Contact number (BH) () **Contact number (AH)** ()

Email

Language **DOB:** / /

Level/Direction **Paraprofessional** Translator/Interpreter
 Professional Translator/Interpreter

Translation practice passage
 English into LOTE
 LOTE into English
Send practice passage via email:
 YES NO

Select the workshop(s) you wish to attend

TRANSLATION WORKSHOPS FEE

- Non-Language Specific #6** \$180.00
- Non-Language Specific #7** \$180.00
- Non-Language Specific #8** \$180.00
- Non-Language Specific #9** \$180.00

ETHICS WORKSHOPS FEE

- Ethics #4** \$90.00
- Ethics #5** \$90.00
- Ethics #6** \$90.00

INTERPRETING WORKSHOPS FEE

- Non-Language Specific #2** \$270.00
- Non-Language Specific #3** \$270.00
- Note Taking #1** \$180.00

NAATI does not accept personal cheques (only AMO, BANK CHEQUES and OVERSEAS DRAFTS)

Amount \$AUD: **All payments must be made in Australian dollars**

(Please tick one)

- Australian Money Order Bank Cheque (a cheque purchased from a bank) Overseas Bank Draft
- Credit or Debit Card Cash (payable at any NAATI office)

Card details (Please tick one)

- Visa MasterCard Amex Debit card (ONLY at a NAATI office)

/ /

Credit card number Security number if requested Expiry date

Card holder's name

Card holder's signature **Date** / /

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: