



WORKSHOP PROGRAM 2010

QUEENSLAND

NAATI WORKSHOPS



WORKSHOP PROGRAM 2010

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



TRANSLATION TEST PREPARATION

Topics include:

- Brief history of NAATI and the relevance of NAATI accreditation.
- Accreditation levels / Recognition.
- Competence standards.
- What is translation?
- Structure and format of the test.
- How the test is conducted.
- How to prepare for the test.
- Marking / Examiner expectations.
- Translation practice. Specific advice on LOTE into English translation, with support for translation from English into LOTE.

Dates: **Wednesday 17 February 2010 (6:00pm to 9:00pm)**

Saturday 5 June 2010 (9:30am to 12:30pm)

Saturday 18 September 2010 (9:30am to 12:30pm)

Fee: **\$90.00 (including GST)**

INSIGHT INTO TRANSLATION (BUILDING TRANSLATION SKILLS and INTENSIVE NAATI TEST PRACTICE)

A 6-hour practical workshop delivered over two evening sessions.

A Non-Language Specific Workshop.

Topics include:

- Review of NAATI Translation Test format and procedure.
- Categories of translation; criteria and principles of translation.
- Attributes and expectations of translators; culture and translation.
- Translation theories and processes.
- NAATI Translation Test Practice. Practical on-the-spot guidance as you translate your chosen sample passages
- Identify translation challenges and develop strategies that can be applied during your test.
- Specific advice on LOTE into English translation, with support for translation from English into LOTE.

Dates: **Day One: Wednesday 14 April 2010 (6:00pm to 9:00pm)**

Day Two: Wednesday 21 April 2010 (6:00pm to 9:00pm)

Day One: Wednesday 18 August 2010 (6:00pm to 9:00pm)

Day Two: Thursday 16 September 2010 (6:00pm to 9:00pm)

Fee: **\$180.00 (including GST)**

INSIGHT INTO TRANSLATION (BUILDING CHINESE TRANSLATION SKILLS and INTENSIVE NAATI TEST PRACTICE)

A 6-hour practical workshop delivered over two sessions.

A Chinese Language Specific Workshop.

Topics include:

- Review of NAATI Translation Test format and procedure.
- Categories of translation; criteria and principles of translation.
- Attributes and expectations of translators; culture and translation.
- Translation theories and processes.
- NAATI Translation Test Practice. Practical on-the-spot guidance as you translate your chosen sample passages
- Identify translation challenges and develop strategies that can be applied during your test.
- Specific advice on English into Chinese translation.

Dates: Day One: Saturday 17 April 2010 (9:30am to 12:30pm)

Day Two: Saturday 24 April 2010 (9:30am to 12:30pm)

Day One: Saturday 7 August 2010 (9:30am to 12:30pm)

Day Two: Saturday 14 August 2010 (9:30am to 12:30pm)

Fee: \$180.00 (including GST)

Venue: Room 209 Gordon Greenwood Building University of Queensland

ETHICS & PROFESSIONAL CONDUCT FOR TRANSLATORS

This workshop offers an introduction to translator's professional ethics and their application to the NAATI Translation tests.

Topics include:

- Understanding Ethics principles and how they apply to translators. The AUSIT Code of Ethics.
- Approaching the Ethics component of the NAATI translation test. Formulating responses to Ethics questions.
- Practical analysis of real life ethical dilemmas and discussion of possible resolutions.

Dates: Wednesday 3 March 2010 (6:00pm to 9:00pm)

Wednesday 7 July 2010 (6:00pm to 9:00pm)

Wednesday 22 September 2010 (6:00pm to 9:00pm)

Fee: \$90.00 (including GST)

MOCK TEST AND TRANSLATION PASSAGE ASSESSMENT

Duration: 1 Hour

Having built your translation skills and developed your knowledge of the test, you are now ready to take a Mock Test and have your work assessed by a NAATI examiner.

- Actual test conditions.
- Passages are forwarded to NAATI examiners for assessment.
- Completed assessments with examiner feedback are forwarded to the candidate.
- Feedback categories:
 - Accuracy
 - Unjustified Omissions
 - Mistranslations
 - Unjustified insertions
 - Comprehension of the original
 - Expression of Translation
 - Grammar
 - Spelling / Character selection
 - Punctuation

Date: To be individually arranged.

Time: To be individually arranged.

Fee: \$60.00 (including GST) (One passage)

INTERPRETER TEST PREPARATION

Topics include:

- Brief history of NAATI and the relevance of NAATI accreditation.
- Interpreter – Translator, the difference.
- Accreditation levels / Recognition.
- Competence standards.
- Structure and format of the test.
- How the test is conducted.
- How to prepare for the interpreter test.
- Marking / Examiner expectations.
- Importance of memory and note taking skills for interpreters.
- Brief look into Ethics of the Profession / Social and Cultural questions.
- Consecutive interpreting (brief practice).

DATES: Saturday 6 February 2010 (9:30am to 3:30pm)

Saturday 3 July 2010 (9:30am to 3:30pm)

Saturday 13 November 2010 (9:30am to 3:30pm)

FEE: \$180.00 (including GST)

MEMORY RETENTION & NOTE TAKING SKILLS

Duration: 6 Hours Facilitator: Zdenka Gajinov

The aim of this workshop is to provide participants with an in-depth and practical understanding of the important skills in note-taking and memory retention which are required for consecutive interpreting.

The Memory Retention component topics include:

- Understanding our minds.
- Memory phases and how it works.
- Scientific memory studies.
- Why do we forget?
- How to improve memory and prevent memory decay.
- Mnemonic Techniques.
- Other Tools for Memory retention.
- Looking after your Memory.
- Practical Exercises.

The Note Taking component topics include:

- Learn to use a logical library of symbols and combinations.
- Universal across all languages and not difficult to learn.
- Improve memory and accuracy in interpreting.
- Practice Exercises and Symbol Glossary supplied.

DATES: Saturday 28 August 2010 (9:30am to 4:30pm)

FEE: \$180.00 (including GST)

ETHICS & PROFESSIONAL CONDUCT FOR INTERPRETERS

This workshop offers an introduction to interpreters' professional ethics and their application to the NAATI Translation tests.

Topics include:

- Understanding Ethics principles and how they apply to interpreters.
- The AUSIT Code of Ethics, endorsed by NAATI.
- Guidance on how to answer ethics questions in an interpreter test.
- Practical analysis of real life ethical dilemmas and discussion of possible resolutions.

DATES: **Wednesday 7 April 2010 (6:00pm to 9:00pm)**
 Wednesday 1 September 2010 (6:00pm to 9:00pm)
 Wednesday 17 November 2010 (6:00pm to 9:00pm)

FEE: **\$90.00 (including GST)**

SIGHT TRANSLATION THEORY AND PRACTICE FOR THE NAATI PROFESSIONAL INTERPRETER TEST

Gain confidence in the skills needed to perform sight translation of common texts (for example, consent forms, non-complex instructions recipients of benefits, non-complex legal information to clients of community services) and to provide an opportunity for participants to practice sight translation under the guidance of a professional interpreter to improve their performance in this section of the NAATI Interpreter Test.

Topics include:

- Sight Translation in the Professional Interpreter Test
- Marking Criteria for Sight Translation.
- Ways to develop Sight Translation Skills.
- Sight Translation Practice (from English into LOTE).

DATES: **Wednesday 5 May 2010 (6:00 pm to 9:00 pm)**
 Wednesday 13 October 2010 (6:00 pm to 9:00 pm)

FEE: **\$90.00 (including GST)**

BUILDING CONFIDENCE IN YOUR INTERPRETING SKILLS, PUTTING YOUR SKILLS INTO PRACTICE

Strict limit of Twelve (12) Participants

Topics include:

- Attributes and skills required by an interpreter.
- Practice listening, memory and note taking skills.
- Common problems in interpreting and strategies for their solution.
- Practice dialogues in your LOTE and English at paraprofessional and professional level. (Prompt booking ensures practice in your own LOTE)
- Explore face-to-face interpreting, putting skills into practice.
- Consecutive interpreting practice (300 word passage).
- Sight translation – what it is and how to master it.
- Individual feedback by instructor on how to improve gaps in skills/knowledge.

DATES: Saturday 8 May 2010 (9:30am to 3:30pm)
Saturday 16 October 2010 (9:30am to 3:30pm)

FEE: \$180.00 (including GST)

ETHICS FOR REVALIDATION

This workshop is directed towards NAATI accredited/recognised practitioners who seek PD points in the field of professional ethics.

Participants in this 3 hour workshop will review and refresh principles of ethics that interpreters observe in the course of their work.

Real-life situations will be analysed and potential solutions to ethical dilemmas will be discussed.

This workshop has a value of 10 points towards NAATI revalidation and or professional associations' membership maintenance.

TRANSLATORS SESSION

DATES: Wednesday 17 March 2010 (6:00pm to 9:00pm)
Wednesday 25 August 2010 (6:00pm to 9:00pm)

FEE: \$90.00 (including GST)

INTERPRETERS SESSION

DATES: Wednesday 24 March 2010 (6:00pm to 9:00pm)
Wednesday 20 October 2010 (6:00pm to 9:00pm)

FEE: \$90.00 (including GST)

INTERPRETING IN THE MENTAL HEALTH FIELD

This workshop is directed to interpreters working with psychiatrists, psychologists, counselors, social workers and other health professionals in mental health settings. The objectives are to:

- Explore different settings, environments and possible scenarios in mental health interpreting.
- Provide participants with insights into the specifics of mental health interpreting, including appropriate modes of interpreting for this field.
- Explore ways to provide interpreting services that will satisfy expectations from both sides: mental health service providers and recipients of those services.
- Explore socio/cultural and ethical issues of mental health interpreting.
- Explore the terminology related to mental health, including symptoms, disorders and treatments.

The participants of the workshop will receive a booklet, Mental Health Terminology for Interpreters (in English), to enable them to create their own mental health glossary for their particular LOTE for their future interpreting needs.

DATES: **Saturday 10 April 2010 (9:30am to 12:30pm)**
 Saturday 11 September 2010 (9:30am to 12:30pm)

FEE: **\$90.00 (including GST)**

BUSINESS SKILLS FOR TRANSLATING AND INTERPRETING PRACTITIONERS

Now that I have accreditation, what do I need to know about the "business side" of things?

This workshop is specifically designed for "new" or recently accredited interpreters/ translators who are thinking about starting work as a freelancer and/or contractor. Its objective is to develop an awareness of what it entails to enter the T&I market and some essential requirements to have in mind.

Some topics to be included are:

- Are you running a small business?
- What is an employee/contractor?
- Physical needs for a home-based office
- Working with agencies: entitlements and obligations
- Legal liability and the T/I
- How/where to get jobs
- Professional memberships and professional development
- ABN, GST, ATO? Help, please...!
- Tax and my work as a contractor
- Record keeping

DATE: **Saturday 19 June 2010 (9:30am to 12:30pm)**

FEE: **\$90.00 (including GST)**

INTERPRETING IN THE HEALTH FIELD

Interpreting in Australia is performed in a large variety of situations, encompassing within the community and other settings such as commercial and diplomatic negotiations.

Community-level interpreting in Australia requires practitioners to possess a wide range of skills to enable them to interpret in situations from general conversation through to situations that require a thorough knowledge of specialised subjects and terminology.

One of the specialist areas in which interpreters are frequently employed is HEALTH in a variety of settings e.g. Community Health Centres, Rehabilitation Centres, Hospitals, etc. Each setting has its own style of assessments and terminology, and the interpreter will be expected to have a general knowledge of these.

This workshop aims to introduce some commonly used medical terminology with which all hospital interpreters are expected to be familiar. It also aims to provide basic details of health settings with the main focus being on public hospitals.

DATE: Monday 16 August 2010 (6:00pm to 9:00pm)

FEE: \$90.00 (including GST)

INTERPRETING IN THE LEGAL FIELD

A 6-hour workshop delivered over two sessions.

The aim of this workshop is to provide participants with an insight into legal processes and terminology. Participants will gain an understanding of the legal system. They will also gain an understanding of what the Courts expect from interpreters and an awareness of the ethical considerations of working in the legal sector.

The training includes a familiarisation visit to the Brisbane Law Courts on day 2.

Topics include:

- Court Room Etiquette.
- People in the Court Room.
- Technology in the Court Room.
- Mini Moot Court.
- Oaths.
- Legal Glossaries.
- The Functions and Jurisdictions of the Court.

DATES: Day One: Saturday 4 September 2010 (9:30am to 12:30pm)

Day Two: Wednesday 8 September 2010 (8:45am to 11:45am)

FEE: \$90.00 (including GST)

LOCATION

Where are the workshops held?

All but the Chinese language specific translation session are to be held in the Jacaranda Room at 'Yungaba' 120 Main Street, Kangaroo Point (under the Story Bridge) Brisbane.

How do I get there?

BY CAR

Follow the map below, turn into Main Street at the southern end of the Story Bridge. Parking is available on the left as you enter the grounds.

BY FERRY

Catch a ferry (Number 4 or 6) from the Riverside Centre in the City to Holman Street, Kangaroo Point. These run every 10 minutes. It is then a five minute walk down Main Street to Yungaba.

BY BUS

Catch the 475 bus from the Myer Centre, Elizabeth and Albert Streets in the City. Get off at the first stop after crossing the Story Bridge. It is then a ten minute walk under the bridge and down Main Street to Yungaba.

PUBLIC TRANSPORT INFORMATION - Phone: 13 1230



What do you need to bring to the workshops?

- It is advisable that participants obtain a copy of the NAATI booklet "Ethics of Translation and Interpreting: A Guide to Professional Conduct in Australia". A sample test is also a recommended study aid. All test preparation products are available from your local NAATI office.
- Please bring a pen and note paper to each workshop.
- All workshop participants will be provided with workshop notes and a certificate of attendance.
- Tea and Coffee facilities will be provided at all workshops.

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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Y	Y	Y	Y
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WORKSHOP ENROLMENT FORM

Select the workshop(s) you wish to attend

WORKSHOPS 2010	DATE	TICK <input checked="" type="checkbox"/>	FEE	OFFICE USE ONLY
Translation Test Preparation	17/02/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	
Translation Test Preparation	05/06/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	
Translation Test Preparation	18/09/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	
Ethics and Professional Conduct for Translators	03/03/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	
Ethics and Professional Conduct for Translators	07/07/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	
Ethics and Professional Conduct for Translators	22/09/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	
Insight Into Translation (Building Translation Skills)	14/04/2010 & 21/04/2010	<input type="checkbox"/>	\$180.00 (incl. GST)	
Insight Into Translation (Building Translation Skills)	18/08/2010 & 16/09/2010	<input type="checkbox"/>	\$180.00 (incl. GST)	
Insight Into Translation (Building Chinese Translation Skills)	17/04/2010 & 24/04/2010	<input type="checkbox"/>	\$180.00 (incl. GST)	
Insight Into Translation (Building Chinese Translation Skills)	07/08/2010 & 14/08/2010	<input type="checkbox"/>	\$180.00 (incl. GST)	
Mock Test (Passage Assessment)	To be individually arranged.	<input type="checkbox"/>	\$60.00 (incl. GST)	
Interpreter Test Preparation	06/02/2010	<input type="checkbox"/>	\$180.00 (incl. GST)	
Interpreter Test Preparation	03/07/2010	<input type="checkbox"/>	\$180.00 (incl. GST)	
Interpreter Test Preparation	13/11/2010	<input type="checkbox"/>	\$180.00 (incl. GST)	
Memory Retention and Note Taking Skills	28/08/2010	<input type="checkbox"/>	\$180.00 (incl. GST)	
Ethics and Professional Conduct for Interpreters	07/04/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	
Ethics and Professional Conduct for Interpreters	01/09/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	
Ethics and Professional Conduct for Interpreters	17/11/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	
Sight Translation, Theory and Practice for the NAATI Professional Interpreter Test	05/05/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	
Sight Translation, Theory and Practice for the NAATI Professional Interpreter Test	13/10/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	
Building Confidence in your Interpreting Skills	08/05/2010	<input type="checkbox"/>	\$180.00 (incl. GST)	
Building Confidence in your Interpreting Skills	16/10/2010	<input type="checkbox"/>	\$180.00 (incl. GST)	
Ethics for Revalidation (Translators)	17/03/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	
Ethics for Revalidation (Translators)	25/08/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	
Ethics for Revalidation (Interpreters)	24/03/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	
Ethics for Revalidation (Interpreters)	20/10/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	
Interpreting in the Mental Health Field	10/04/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	
Interpreting in the Mental Health Field	11/09/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	
Business Skills for Translating and Interpreting Practitioners	19/06/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	
Interpreting in the Health Field	16/08/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	
Interpreting in the Legal Field	04/09/2010 & 08/09/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	

WORKSHOP ENROLMENT FORM

Please return this form with correct payment to: **NAATI Workshops, PO Box 8179 - Woolloongabba QLD 4102**

NAATI Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input 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		Post/Zip code
Contact number (BH)	()		Contact number (AH)	()		
email				DOB:	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Language						

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"/> Debit card (ONLY at a NAATI office)
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
	<small>Credit card number</small>	<small>Security number if requested</small>
Card holder's name		
Card holder's signature	Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

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: