



# **WORKSHOP PROGRAM VICTORIA**

## **JANUARY-JUNE 2010**

**NAATI WORKSHOPS**

Proudly presented by the  
National Accreditation Authority for Translators and Interpreters



# **WORKSHOP PROGRAM JANUARY-JUNE 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**

# PROFESSIONAL TRANSLATOR TEST PREPARATORY WORKSHOP PROGRAM

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

- 9:30am 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
- 10:30am MORNING TEA**
- 10:45am 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
- 12:30pm THE TRANSLATOR TEST: UNDERSTANDING THE TEST PROCESS**  
Test format  
Minimum marks  
Reference materials  
Viewing/Reviewing  
Supplementary ethics test, etc  
Participants' questions, etc
- 1:00pm 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

- Tuesday 16 February 2010
- Tuesday 20 April 2010
- Tuesday 4 May 2010

# PROFESSIONAL TRANSLATOR TEST PREPARATORY WORKSHOP PROGRAM

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

**SPECIAL 10% DISCOUNT FOR ATTENDING BOTH  
TRANSLATOR TEST PREPARATORY & ETHICS WORKSHOPS: \$162.00**

**9:00am THE TRANSLATOR TEST: UNDERSTANDING THE TEST PROCESS**

Test format  
Minimum marks  
Reference materials  
Viewing/Reviewing  
Supplementary ethics test, etc  
Participants' questions, etc

**9:30am 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 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 13 March 2010
- Saturday 19 June 2010

# **ETHICS & PROFESSIONAL CONDUCT (TRANSLATION) WORKSHOP PROGRAM**

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

**SPECIAL 10% DISCOUNT FOR ATTENDING BOTH  
TRANSLATOR TEST PREPARATORY & ETHICS WORKSHOPS: \$162.00**

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 13 March 2010
- Saturday 19 June 2010

# INSIGHT INTO TRANSLATION THEORY & PRACTICE WORKSHOP PROGRAM

## WORKSHOP FEE: \$180.00 (including GST)

A 6-hour practical workshop delivered over two evening sessions. The presentation is in English however one of the translations to be prepared by participants will be from LOTE into English. **Participants must attend both sessions** and submit 3 set assignments at the commencement of the second session:

Assignment 1: (Translation) LOTE into English  
Assignment 2: (Translation) English into LOTE  
Assignment 3: Response to an ethics question

*NOTE: If you are only sitting the test in one direction, you may choose to submit two (2) passages in one direction. Please indicate your preference when registering. Only two (2) passages will be marked per participant.*

- What is translation?
- Introduction to the NAATI tests
- Code of Ethics & professional conduct
- Examiner expectations
- Preparing for the NAATI test
- Common problems when translating
- Collection of set assignments for marking
- You have passed the test. Where do you go from here? Where and how do you advertise your services? Accepting a translation job.
- Further practice
- Service providers/agencies and major user's expectations of Translators
- What happens if you fail the test? What can you do?

## 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.

**SESSION TIMES:** 6:00pm – 9:00pm

## DATES AVAILABLE

- Tuesday 30 March & 20 April 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**
- 11:15am**      **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 20 February 2010
- Saturday 29 May 2010

# INSIGHT INTO INTERPRETING THEORY & PRACTICE WORKSHOP PROGRAM

**WORKSHOP FEE: \$270.00 (including GST)**

This workshop provides an in-depth and practical insight into each section of the Interpreter test and an introduction to basic Interpreting techniques.

- **Structure of the NAATI test.**
- **Test procedures.** Who marks your test and what are they looking for?
- **Interpreting in Australia.** Major users and attitudes towards interpreters. Why and how does culture impact on the way people see or perceive the activities around them? 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 two different cultural backgrounds?
- **Ethics.** Discussion of qualities, skills and attributes of interpreters. Role dynamics including limitations on how and what an interpreter does in an assignment. Study of the 8 principles of the AUSIT 'Code of Ethics' and how to solve ethical dilemmas in the test situation. Numerous practical exercises.
- **Dialogue interpreting.** The interpreter as a channel of communication. Factual accuracy and effectiveness of communication. Strategies for coping with the tape presentation. Numerous practical exercises.
- **Sight Translation.** Oral translation of a written text.
- **Consecutive Interpreting.** How to accurately render (i.e. transfer the message) a 300 word consecutive passage which has been divided into two sections of no greater than 170 words. Listening, memory and note taking skills. Preparing vocabulary. Public speaking skills. Numerous practical exercises conducted during each session.
- **After the test.** Approaching agencies for work. Accepting and preparing for assignments. Educating clients/professionals, briefing and debriefing. The tools of the trade.
- **Presentation of some of the difficulties an interpreter has to cope with:** pitfalls, demands on skills, realistic and unrealistic expectations by clients and professionals. How to cope with difficult situations. Knowing one's limitations.

## 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.

**SESSION TIMES:** 6:00pm – 9:00pm

## DATES AVAILABLE

- Wednesdays 24 February, 3 March, 10 March & 24 March 2010
- No session on 17 March 2010
- **Participants must attend ALL 4 sessions**

# 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.

**9:30am 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

**1:00pm 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 17 April 2010

# NOTE TAKING & MEMORY SKILLS FOR CONSECUTIVE INTERPRETING WORKSHOP PROGRAM

**WORKSHOP FEE: \$180.00 (including GST)**

## GENERAL INTRODUCTION

The aim of this professional development 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.

## LEARNING OUTCOMES

At the end of this workshop, participants should be able to:

1. Demonstrate an understanding of the principles of memory and note taking.
2. Understand consecutive interpreting.
3. Be able to apply appropriate techniques for improving their interpreting skills.
4. Be familiar with the application of memory and note taking skills required for Interpreter tests.
5. Be able to solve interpreting problems encountered while on assignment.

The sessions will focus on the various elements of consecutive interpreting and speeches. A variety of English consecutive passages will be used throughout the workshop offering participants the opportunity to practice their skills, obtain feedback and ask questions.

## WHAT SHOULD I BRING?

Please bring your own notepaper and pen. All candidates will receive a set of workshop notes.

## DATES AVAILABLE

- Monday 22 February & 1 March 2010
- **Participants must attend both sessions**

# INTERPRETING IN THE HEALTH FIELD

## WORKSHOP FEE: \$90.00 (including GST)

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.

**9:15am      REGISTRATION**

**9:30am      PROGRAM STARTS**

### **Outline of health settings (Public Hospitals)**

i.e. Community Health Centres, Rehabilitation Centres, and Psychiatry.

### **Nursing**

Different types of nurses & their roles i.e. Nurse Unit Manager, Stomal Therapist etc.

### **Medical Staff**

Different types i.e. H.M.O., Registrar, Consultant, Surgeons, Obstetrician etc.

### **Allied Health**

Speech Pathology, Occupational Therapy, Physiotherapy etc.

**12:00pm      WORKSHOP ENDS**

## **WHAT SHOULD I BRING?**

Please bring your own notepaper and pen. All candidates will receive a set of workshop notes.

## **DATES AVAILABLE**

- Saturday 5 June 2010

# SMALL BUSINESS SKILLS FOR TRANSLATORS & INTERPRETERS

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

Most Translators & Interpreters (T&I) in Australia work on a part-time, casual, freelance or contract basis. Some prefer to work for several T&I agencies whilst others work for both agencies and/or have their own private clientele. This type of work rarely requires regular attendance at an office. Interpreters are contacted directly and informed where to report for their next assignment. Translators generally "work from home".

NAATI is offering this workshop to provide authoritative and easy-to-understand information for all T&Is who are considering establishing their own "T&I Small Business".

**PRESENTER: Mr Len Alabaster**  
**Small Business Facilitator**  
**Box Hill Institute of TAFE**

**12:45pm REGISTRATION**

**1:00pm PROGRAM STARTS**

Topics to be addressed include:

Making claims

Preparing tax returns when working for several T&I agencies

Simple bookkeeping skills

ABN

GST

How do you define an employee & a contractor?

Understanding employment contracts


**4:00pm WORKSHOP ENDS**

## **DATES AVAILABLE**

- Saturday 5 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.
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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, Suite 14, Level 1, Lonsdale Court, 600 Lonsdale St Melbourne VIC 3000**  
 or fax to 03 9642 3303

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

Select the workshop(s) you wish to attend

WORKSHOP	DATE	TICK <input checked="" type="checkbox"/>	FEE	OFFICE USE ONLY
Translator Test Preparatory Workshop	16/02/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	WORKTTP
Translator Test Preparatory Workshop	20/04/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	WORKTTP
Translator Test Preparatory Workshop	04/05/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	WORKTTP
Translator Test Preparatory Workshop	13/03/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	WORKTTP
Translator Test Preparatory Workshop	19/06/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	WORKTTP
Ethics & Professional Conduct (Translation)	13/03/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	WORKETH
Ethics & Professional Conduct (Translation)	19/06/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	WORKETH
Translator Test Preparatory Workshop AND Ethics & Professional Conduct (10% discount for attending both)	13/03/2010	<input type="checkbox"/>	\$162.00 (incl. GST)	
Translator Test Preparatory Workshop AND Ethics & Professional Conduct (10% discount for attending both)	19/06/2010	<input type="checkbox"/>	\$162.00 (incl. GST)	
Insight into Translating Theory and Practice	30/03/2010 20/04/2010	<input type="checkbox"/>	\$180.00 (incl. GST)	WORKITRAN
Interpreter Test Preparatory Workshop	20/02/2010	<input type="checkbox"/>	\$180.00 (incl. GST)	WORKITP
Interpreter Test Preparatory Workshop	29/05/2010	<input type="checkbox"/>	\$180.00 (incl. GST)	WORKITP
Note Taking & Memory Skills	22/02/2010 01/03/2010	<input type="checkbox"/>	\$180.00 (incl. GST)	WORKMNT
Insight into Interpreting Theory and Practice	24/02/2010 03/03/2010 10/03/2010 24/03/2010	<input type="checkbox"/>	\$270.00 (incl. GST)	WORKINT
Ethics & Professional Conduct (Interpreting)	17/04/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	WORKETH
Interpreting in the Health Field	05/06/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	WKPDIHF
Small Business Skills for T&I	05/06/2010	<input type="checkbox"/>	\$90.00 (incl. GST)	WKPDSBS

**INSIGHT INTO TRANSLATION THEORY & PRACTICE PARTICIPANTS ONLY**  
 (Please complete & tick preferences)

**Language**

<b>Direction</b>	<b>Translation into English</b> <input type="checkbox"/>	<b>Translation from English</b> <input type="checkbox"/>	<b>Both Directions</b> <input type="checkbox"/>
<b>Chinese into English (if applicable)</b>	<b>Simplified Character</b> <input type="checkbox"/>	<b>Full Form Character</b> <input type="checkbox"/>	<b>Simplified &amp; Full Form (i.e. one of each)</b> <input type="checkbox"/>

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)

<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Credit card number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Security number if requested	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> Expiry date
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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"/>

## DECLARATION

**This declaration must be signed and dated**

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

Signature: \_\_\_\_\_ Date  /  /

<b>OFFICE USE ONLY</b>	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: