



Accreditation by Australian Approved Course

INFORMATION BOOKLET

This booklet has been developed to assist applicants who wish to obtain accreditation by completion of a NAATI approved course. It provides an introduction to the process involved and will help you complete your application. **You should read this booklet carefully.**

WHO WE ARE

NAATI is a company that is jointly owned by the nine governments of Australia. We are governed by a Board of Directors, who are appointed by the owners.

Our mission, as outlined in the NAATI Constitution, is to set and maintain high national standards in translating and interpreting to enable the existence of a pool of certified translators and interpreters responsive to the changing needs and demography of the Australian community.

NAATI services are available through any of our offices located across Australia.

WHAT WE DO

Some people get confused about what NAATI is and what we do. Essentially, NAATI is a standards organisation responsible for setting, maintaining and promoting high professional standards.

Our core focus is issuing certifications for practitioners who wish to work as translators and interpreters in Australia.

Our aim is to be a respected and recognised global leader in the provision of certification services for translators and interpreters, providing quality services and being responsive to the individuals and organisations which benefit from NAATI's services.

NAATI's work enhances the translation and interpreting industry's competitiveness and contributes to a community demand for everyone to be able to communicate and interact with each other.

WHAT IS A NAATI APPROVED COURSE?

NAATI approved courses are tertiary translation and interpreting qualifications (diploma-level or higher) conducted by individual VET and Higher Education institutions that are acknowledged by NAATI as teaching and assessing the skills and knowledge required by the profession.

Where a qualification at an educational institution holds NAATI approval, students who complete the qualification and assessment at the standard required by NAATI may apply for NAATI accreditation without further testing by NAATI.

The information contained within this booklet is only relevant to individuals who have enrolled in an Approved Course prior to 31 December 2017.

For those individuals wishing to enrol from 2018 onwards, NAATI has introduced an endorsed qualifications system to replace approved courses. Please visit www.naati.com.au for more information about endorsed qualifications.

HOW DO I GAIN ACCREDITATION FROM A NAATI APPROVED COURSE?

Graduates from an approved course must be recommended by the institution for NAATI accreditation. To be recommended you must:

1. Enrol in the course while NAATI approval is held (prior to 31 December 2017);
2. Achieve the qualification, i.e. graduate from the course with the qualification; **and**
3. Demonstrate the required level of performance in the approved translation and/or interpreting assessment(s) at the institution.

HOW DO I APPLY?

Recommendations by approved institutions are made directly to NAATI. Once your institution has told you that it has recommended you, you will need to take the following steps:

1. Download a copy of the application form (*Application for Accreditation by Approved Course*) from www.naati.com.au;
2. Prepare your supporting documentation;
3. Email your completed application and supporting documentation to applications@naati.com.au.

You will receive an automated email to acknowledge that NAATI has received your application. NAATI will charge the assessment fee before your application is assessed by our operations team.

Generally, it will take 8-10 weeks for your application to be assessed and finalised once NAATI have received it electronically.

THE ASSESSMENT PROCESS

If there are problems with your application NAATI will contact you as quickly as possible. Processing may take longer if the institution from which you have graduated from has not yet supplied NAATI with the list of recommended graduates. If this occurs, NAATI will contact the educational institution.

Submission of an application does not in itself mean that accreditation has been granted. Accreditation is granted from the date contained in the formal notification issued in writing by NAATI.

If a successful application for accreditation has been made in relation to a skills assessment for migration, a letter suitable for migration purposes will be issued.

You can only apply for NAATI accreditation within one year of your course completion date. If it is more than one year from your course completion date, you will not be able to apply for NAATI accreditation.

Any accreditation issued will be valid for a period of three years from the date of your accreditation letter.

TRANSITIONING TO NAATI CERTIFICATION

From January 2018, NAATI certification will replace accreditation. If you are wanting to work as a translator or interpreter, NAATI is able to transition your accreditation to a new certification at no additional cost. If you wish for this to occur, you must mark this on your application form.

Individuals who are issued a NAATI certification (as a result of their application) must meet recertification requirements every three years to maintain their credential. More information about certification and recertification can be found at www.naati.com.au.

OTHER IMPORTANT INFORMATION

As part of the Improvements to NAATI Testing (INT) Project, NAATI's Approved Courses system of VET and Higher Education institutions will be superseded by a system of Endorsed Qualifications (EQ). The EQ system, commencing 1 January 2018, will be better equipped to support the reliability, validity, practicality and integrity of NAATI testing and certification.

Due to differing enrolment dates, some students enrolled in NAATI approved courses will complete their course after the endorsed qualification system has commenced in 2018. Students should therefore be aware that the following rules apply:

- Students who start their qualification in an approved course before 1 January 2018 but do not complete it until 2018 or later will be eligible to sit a test for NAATI accreditation, as long as the institution meets all of the conditions of approval associated with the course. (This applies equally to institutions which gain endorsement of the qualification and those which don't).
- NAATI will consider any request from an institution in 2018 to offer a certification test (i.e., leading to certification, not accreditation) for students enrolled on an approved course (i.e., enrolled in 2017 or earlier) as long as that institution has gained endorsement for the qualification. The conditions under which the certification test might be offered to the students would be determined at the time of the request.
- Students enrolled in an endorsed qualification (i.e. enrolled from 1 January 2018) will only be able to access a certification test offered by NAATI.

- NAATI is committed to ensuring that no student is unreasonably disadvantaged by the transition.
- In a situation where an approved course student sits a certification test, the fee associated with the NAATI certification test will be no more than the current *Application for Accreditation by Approved Australian Course* fee.

NAATI PRIVACY POLICY

NAATI is committed to protecting the privacy of personal information. Personal information collected by NAATI, like other agencies operating in Australia, is protected by the *Privacy Act 1988* and associated legislation.

NAATI adheres to the *Australian Privacy Principles* contained with the *Privacy Act 1988* which regulate how organisations may collect, use, disclose and store personal information and how individuals may access and correct personal information held about them.

NAATI's *Privacy Policy* is intended to inform people who deal with NAATI, particularly applicants for NAATI products and services, about:

- The kind of personal information that NAATI may gather;
- How that information may be used;
- How that information may be shared or disclosed;
- The choices individuals have regarding NAATI's use of their personal information; and
- How individuals may correct personal information held by NAATI about them.

For more information please see www.naati.com.au.