NAATI RECERTIFICATION
PROFESSIONAL DEVELOPMENT CATALOGUE

To be eligible for recertification, practitioners are required to:

- Complete professional development and work practice logbooks via the NAATI Online portal;
- Lodge an application for recertification with supporting documentation, including logbooks and a suitable photograph (if one has not been submitted in the past 6 years); and
- Pay the assessment fee.

This catalogue provides a list of the types of professional development (PD) activities and their respective value in terms of points. In order to recertify their credential(s), practitioners are required to achieve a minimum of 120 points, including a minimum of 30 points in each of the three categories. Also, in category 2 (Industry Engagement), at least one activity must be included in the Ethics sub-category.

The catalogue is not intended to be an exhaustive list of every possible PD event. It is provided as an indication of the types of activities that are appropriate and to enable practitioners to record their PD activity in the relevant section. It is expected that any reasonable PD event would fit under one of the relevant sections but in case there is any ambiguity, and to ensure that any reasonable PD can be recorded, each category provides a section for additional activities (valued at up to 10 points) that the practitioner may use to assign the activity. Any PD activity listed in this section should be supported with a brief explanation of the activity. NAATI will consider any PD relevant to translating / interpreting or the general business of the practitioner as a translator / interpreter.

Generally, each activity may be claimed in one category only, even if it deals with topics from several categories. For example, if there was attendance at an event that dealt with skills development and ethics, this could only be claimed under one of the two categories. However there is scope to consider longer events such as (multi-day) conferences in more than one category.

Given the potential ongoing improvements and availability of PD provided through the use of technology (e.g. webinars, webcasts, web conferences etc.), NAATI will accept suitable PD that is undertaken through these means for the purpose of Recertification. The catalogue will be reviewed periodically in consultation with key stakeholders.

NOTE: NAATI will randomly audit approximately 5-10% of applications received. If an application is selected for auditing purposes, further supporting documentation as evidence of the practitioner's professional development may need to be provided.

KEY TERMS

- **AQF:** Australian Qualifications Framework
- **Formal PD workshop/short course:** usually offered outside educational institutions, and are generally run by professional associations (e.g. AUSIT), agencies (language services) or other suitable organisations.
- **Language service provider:** a private or government agency, which co-ordinates translating and interpreting services.
- **One day:** minimum 6 hours
- **PD:** Professional Development
- **Professional body:** a professional industry organisation, such as AUSIT, ASLIA, AIIC. WAITI, Professionals Australia, etc.
- **Related fields:** disciplines or fields which are related to translating and interpreting, such as linguistics, deaf studies, or language studies.

CATEGORY 1: SKILLS DEVELOPMENT AND KNOWLEDGE   (Minimum of 30 points from this category)

There is no need to complete activities from this category if, during the recertification period, the practitioner has completed a translating or interpreting or related discipline (such as Linguistics, TESOL or Deaf Studies) tertiary qualification at the Diploma level or above.

CATEGORY	DESCRIPTION	REQUIREMENTS	POINT VALUE
1.1	Completed a formal course unit or module at a tertiary education institution on translating or interpreting or a related field	Over 20 hours	60
1.2	Attended a formal professional development workshop, training module or short course at a tertiary education institution on translating and interpreting or a related field	Over one day	40
1.3	Attended a formal professional development workshop, training module or short course on the specialisation area of the practitioner (e.g. legal, medical)	One day *Maximum of 20 points per recertification application*	20
1.4	Attended a formal professional development session, workshop, seminar, conference or webinar conducted by a professional body, NAATI, RTO, university department or language service provider – either in translating or interpreting or a related field	Between 1 and 4 hours	10
		One full day	20
		Two days or more	40
		Maximum of 60 points per recertification application	
1.5	Attended a formal training session, workshop or seminar relating to: • Business management • Personal development • Domestic & Family violence, access & equity or other issues impacting on culturally & linguistically diverse communities • Computer literacy • Information and communications technology • Computer aided translation tools	Over 4 hours	20
		2-4 hours	10
		Maximum of 20 points per recertification application	
1.6	Attended a translating or interpreting networking session, forum, awareness day, professional association branch meeting/ National AGM or service provider developmental team meetings.	*Maximum of 10 points per recertification application*	10
1.7	Attended a translating or interpreting industry-related employer/workplace induction and orientation	2 hours minimum *Maximum of 20 points per year*	10
1.8	Received mentoring as part of an official mentoring program for interpreters or translators	6 hours minimum *Maximum of 20 points per recertification application*	20
1.9	Current paid membership of a translating or interpreting professional association or representative body (e.g. AUSIT, ASLIA, WAITI, Professionals Australia, AALITRA or CITAA)	*Maximum of 10 points per recertification application*	10
1.10	Undergone membership renewal process with professional association or representative body (e.g. AUSIT, ASLIA, WAITI, Professionals Australia, AALITRA or CITAA) which included professional development requirements	*Maximum of 10 points per year*	10
1.11	Practitioners are invited to nominate additional relevant PD activities, which are not listed in this section. (For each activity, please provide a brief explanation to justify its inclusion.) **e.g.** Acquisition of another language	*Maximum of 10 points per activity*	10

CATEGORY 2: INDUSTRY ENGAGEMENT   (Minimum of 30 points from this category, including **at least one activity** from Ethics sub-category)

There is no need to complete activities from this category if, during the recertification period, the practitioner has completed a translating or interpreting or related discipline (such as Linguistics, TESOL or Deaf Studies) tertiary qualification at the Diploma level or above.

CATEGORY	DESCRIPTION	REQUIREMENTS	POINT VALUE
2.1	Published an article on a Translating or Interpreting subject matter in a refereed translation, interpreting or linguistics industry journal, book or relevant peer-reviewed journal	2000 words minimum	20
2.2	Developed and published resource materials related to translating or interpreting, such as: • Dictionaries • Thesauri • Course materials • Specialist glossaries • Multimedia content (audio, video, digital, etc) • Editing a peer-reviewed journal	*Maximum of 20 points per recertification application*	20
2.3	Presented a paper at a translating or interpreting or related discipline conference	20 minutes minimum	20
2.4	Presented at a translating or interpreting workshop (either for T & I practitioners or for other professional cohorts who work with interpreters)	1 hour minimum	20
2.5	Taught translating or interpreting in a formal course that may result in an AQF qualification, for one semester or more. You can only claim limited workload (e.g. 2 hrs per week for 12 weeks = 24 hours)	20 points per semester *Maximum of 40 points per recertification period*	20
2.6	Taught a translating or interpreting course at tertiary level for one semester or more (Covers full-time employment or maximum teaching workload)	1 semester or more *Maximum of 80 points per recertification period*	40
2.7	Taught a unit(s) as part of a NAATI endorsed qualification	At least 1 semester, working the equivalent of 10 hours per week *Maximum of 40 points per year*	20
2.8	Shared practical experience through mentoring new practitioners or supervising work experience students	6 hours minimum	20
2.9	Served as a NAATI examiner during the recertification period and attended a NAATI examiner training workshop	Up to 3 hours	10
		Over 3 hours	20
2.10	Contributed to the setting of NAATI Certification tests	Involved in setting a minimum of 1 test task per recertification period *Maximum of 10 points per year*	10

CATEGORY	DESCRIPTION	REQUIREMENTS	POINT VALUE
2.11	Made regular contributions as part of an AUSIT, ASLIA, WAITI, CITAA, AALC, Professionals Australia or NAATI committee, sub-committee or conference organising committee	*Maximum of 10 points per year*	10
2.12	Actively participated in the ASLIA, AUSIT, WAITI, AALC, CITAA, NAATI, Professionals Australia or other relevant translating or interpreting language online forum	Productive input posted at least twice per year	10
		Maximum of 20 points per period	
2.13	Held active membership and participated in a LOTE cultural club or similar body, or contribution to LOTE or specialist media (e.g. community newsletter, radio, community television)	*Maximum of 10 points per year*	10
2.14	Published an article on the AUSIT, ASLIA, WAITI, AALC, CITAA, Professionals Australia or NAATI website or in an industry related newsletter or magazine	*Maximum of 10 points per period*	10
2.15	Attended a relevant industry information session or completion of a survey (or research activity) associated with the profession or certification which was advertised by NAATI as carrying PD points	Must have received acknowledgement of your participation via email or post	10
2.16	Practitioners are invited to nominate additional relevant PD activities, which are not listed in this section. (For each activity, please provide a brief explanation to justify its inclusion)	*Maximum of 10 points per activity*	10
ETHICS SUB-CATEGORY			
2.17	Taught ethics for translators and interpreters as part of a formal course that meets Australian Quality Training Framework (AQTF) criteria	1 semester or more	30
2.18	Facilitated a training event (e.g. refresher, workshop, seminar, webinar, etc.) for a professional body, NAATI or language service provider specifically concerned with ethics of the profession	Between 1 and 4 hours	10
		Over 4 hours	20
		Maximum of 20 points per year	
2.19	Completed regular self-directed, or group, learning activities such as writing or reading articles on ethics, engaging in ethics debates or other professional development activities with a high ethical emphasis	Written evidence (either a statutory declaration by a peer, certificate of attendance or a written report of about 700 words) must be provided with the logbook	10
		Maximum of 10 points per year	
2.20	Attended a training event (e.g. refresher, workshop, seminar, webinar, etc.) run by a professional body, tertiary institution, NAATI or language service provider specifically concerned with ethics of the profession. This includes completion of online courses.	Between 1 and 4 hours	10
		Over 4 hours	20
		Maximum of 20 points per year	
2.21	Practitioners are invited to nominate additional relevant PD activities, which are not listed in this section. (For each activity, please provide a brief explanation to justify its inclusion)	*Maximum of 10 points per activity*	10

CATEGORY 3: MAINTENANCE OF LANGUAGE   (Minimum of 30 points from this category)

CATEGORY	DESCRIPTION	REQUIREMENTS	POINT VALUE
3.1	Completed a formal professional development workshop, course unit or module at a tertiary institution on LOTE, English, Auslan/Deaf studies or linguistics	10 to 20 hours	40
		More than 20 hours	60
3.2	Completed work practice in excess of NAATI's recertification requirements	50,000-70,000 words translated/reviewed or 200-250 hours/assignments as an interpreter	10
		70,000+ words translated/reviewed or 250+ hours/assignments as an interpreter	20
3.3	Taught a LOTE unit or course at a tertiary institute or community language school	1 school term	10
		1 semester or more	20
3.4	Spent time in a country or region where LOTE is the primary language spoken **NOTE:** This can only be claimed by practitioners living in a country where the primary language is English. Shorter stays can be combined and claimed at the end of the recertification period	1 to 4 weeks	10
		Over 4 weeks	20
		Maximum of 20 points per year	
3.5	Spent time in a country or region where English is the primary language **NOTE:** This can only be claimed by practitioners living in a country where the primary language is the LOTE. Shorter stays can be combined and claimed at the end of the recertification period	1 to 4 weeks	10
		Over 4 weeks	20
		Maximum of 20 points per year	
3.6	Subscribed to LOTE websites, newsgroups, newspapers, magazines, periodicals or television channels	1 year minimum	10
		Maximum of 10 points per year	
3.7	Subscribed to Deaf community websites, newsgroups, newspapers, magazines, journals, periodicals, etc that are written in English or have content in Auslan, such as: • World Federation of the Deaf News • Deaf Australia Outlook • British Deaf News • Journal of Deaf Studies & Deaf Education • Deaf Worlds: International • Sign Language Studies	1 year minimum	10
		Maximum of 10 points per year	

CATEGORY	DESCRIPTION	REQUIREMENTS	POINT VALUE
3.8	Completed private advance language (English or LOTE/Auslan (for Auslan practitioners)) study at an organisation recognised as providing expert language tuition (e.g. Alliance Française)	1 day minimum *Maximum of 10 points per year*	10
3.9	Attended an Auslan workshop held by recognised organisations providing expert language tuition. **NOTE:** This can only be claimed by Auslan or Deaf interpreters	1 day minimum *Maximum of 10 points per year*	10
3.10	Participated in networking, community or other relevant events run by an established community organisation or professional body where the primary language used in participation is the LOTE (or Auslan for Auslan practitioners)	2 or more events during the recertification period *Maximum of 10 points per year*	10
3.11	Attended an ASLIA networking event or Deaf community events if held in Auslan **NOTE:** This can only be claimed by Auslan or Deaf interpreters	*Maximum of 10 points per year*	10
3.12	Current membership of Deaf Australia **NOTE:** This can only be claimed by Auslan or Deaf interpreters	1 year minimum *Maximum of 10 points per year*	10
3.13	Practitioners are invited to nominate additional relevant PD activities, which are not listed in this section. (For each activity, please provide a brief explanation in your logbook to justify its inclusion)	*Maximum of 10 points per activity*	10