



**NATIONAL ACCREDITATION AUTHORITY
FOR TRANSLATORS AND INTERPRETERS LTD.**

SIXTH REPORT

**Covering the Period
1 July 1983 to 31 December 1984**



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Part A: PRELIMINARY

1. Introduction

The National Accreditation Authority for Translators and Interpreters (NAATI) was initially established by the Commonwealth Government in 1977. On 1 July 1983 NAATI was re-established as an independent body jointly funded by the Commonwealth, the States and the Northern Territory. The new body is incorporated as a public company, limited by guarantee, under the ACT Companies Act 1981. Incorporation took place on 3 October 1984. The subscribing members are representatives of the Commonwealth and State Governments. The members of the Company as at 31 December 1984 are:

Mr James Emery Moore
Mr Hugh Robert Hamilton Downey
Mr Bruno Krumins
Mr Karle Labrun Underwood
Mr Kurt John Ammerer
Mr Peter Brian Eyles
Mr George Papadopoulos

Mr. Peter Eyles succeeded Mr. Ian Lindenmayer, a member until 5 December 1984.

The list of current directors of NAATI is set out in Paragraph 3 below.

This report covers the first eighteen months of the new Authority's operations, from 1 July 1983 to 31 December 1984.

2. Major aspects of the period under review

During the period covered by this report the new Authority has undertaken a high level of program activity and has also completed the major re-organisational tasks involved in becoming independent. The new Authority has vigorously pursued its objectives in the field of accreditation of translators and interpreters. Some major highlights of the period July 1983 to December 1984 include: the testing of record numbers of applicants for NAATI accreditation; a sharp rise in the number of accredited translators and interpreters, a thorough review of the status of all courses approved for NAATI accreditation and the addition of 3 more institutions and of 25 more language streams to the list of those approved; and the completion of work on a comprehensive Directory of accredited translators and interpreters to be published early in 1985. During the first year of operation particularly, there were many matters of policy requiring consideration by the Authority. These matters are discussed in further detail below.

The membership of the Authority was reconstituted on the establishment of the new body and the new Authority subsequently established new State Assessment Panels for Translators and Interpreters (SAPTI) in each State, the Northern Territory and the Australian Capital Territory. While the SAPTI ceased formally to exist with the expiry of their term of appointment under the previous Authority on 30 June 1983, the new Authority established similar local bodies, also known as SAPTI. Their membership and functions are closely based on those of the former SAPTI. Details of their membership are shown in Appendix I.

The administration of the previous NAATI was handled through the Department of Immigration and Ethnic Affairs. The Secretariat's Central Office was then located within the Department's Canberra office and there were NAATI Regional Offices in each of the Department's State offices. The establishment of the new independent body involved the development of a new administrative infrastructure separate from the Department of Immigration and Ethnic Affairs. The Authority has opened a new central office located in Jamison Centre A.C.T., with regional offices in each State and the N.T. The A.C.T. Regional Office is located within the central office. Other necessary measures included the recruitment and training of new administrative staff, the phasing-in of new computer facilities, and the revision of administrative procedures to suit the new independent context.

A major feature of the 18 months since 1 July 1983 has been a steeply rising level of public interest in seeking NAATI accreditation. The records of the previous Authority indicate that in the early years of its operations, new applications were received at the rate of approximately 80 per month. By mid-1983, shortly before the Authority became independent, this had risen to about 140 per month. Since that time there has been a further major increase, to the extent that over the period April 1984 to December 1984, new applications were received at an average of over 300 per month. At the end of December 1984 the total number of applicants on the Authority's files stood at 9300. Many applicants apply for accreditation in more than one language and as either interpreters or translators or both, so that as at end December 1984 the total number of separate applications for accreditation stood at over 26,000.

3. NAATI Directors

The list of Directors of the new Authority which was announced by the Minister for Immigration and Ethnic Affairs on 29 July 1983 is as follows:

Dr Peter Martin (Chairman) (NSW)
Ms Jill Blewett (S.A.)
Dr Max Brandle (QLD)
Ms Eve Fesl (VIC)
Mr John Flynn (VIC)
Miss Anna Fratta (VIC)
Mr Luciano Ginori (NSW)
Professor Goh Bean San (W.A.)
Ms Lynne Honan (ACT)
Mrs Lorna Kempner (VIC)
Mr Les Liveris (N.T.)
Mr George Papadopoulos (VIC)
Mr Romano Rubichi (S.A.)
Professor Johannes Tisch (TAS)
Mr Jan Wikstrom (NSW)

The directorship includes practising interpreters/translators, administrators in this field, persons involved in the training of interpreters and translators, and others with expertise in languages or public administration. One member has special expertise in Aboriginal languages and another has expertise in the languages used by the deaf. The directorship includes representatives from all States, the Northern Territory and the Australian Capital Territory.

4. Object and powers of NAATI

The objects for which the Authority is established, and the powers it may exercise are set out in its Memorandum and Articles of Association. These are reproduced at Appendix II. A major objective of NAATI is to establish and maintain standards in the field of interpreting and translating, and to provide the opportunity for practitioners to obtain accreditation at an appropriate NAATI level.

The Authority's activities since its re-establishment in July 1983 have related almost exclusively to those aspects of its objects and powers which directly concern the accreditation of translators and interpreters. The Authority notes, however, that its objectives also include matters such as conducting or commissioning research to assist in the pursuit of excellence in translating or interpreting, and other activities designed to promote the development of the field of interpreting and translating. The level of resources available to the Authority has so far not been sufficient to allow it to undertake any significant projects in such areas.

5. Secretariat

The planning for the new Authority included provision for a secretariat of four staff members in Canberra with a full-time Regional Officer in Sydney and Melbourne and a part-time Officer in the other capitals except Canberra. This represented a substantial reduction on the staff resources available to the previous body, particularly in view of the ancillary services provided to the previous secretariat by virtue of its placement within the Department of Immigration and Ethnic Affairs. In the course of 1984 the Authority found that these reduced staffing levels were seriously jeopardising its capacity to operate effectively and it was obliged to remedy the major deficiencies in its staffing allocation by appointing a computer operator/word processor for its microprocessor, two additional clerical officers, who were appointed on a temporary six-month contract basis and a part-time Regional Officer in Canberra.

6. Committee Structure

The new Authority established a number of standing or ad hoc committees of its members to assist in its work. These are: Executive Committee, Finance Committee, Committee on Courses in Educational Institutions, Committee on Overseas Qualifications and an Advisory Committee on Language Panels and Examining Boards. The Authority also appointed ad hoc committees to review policy regarding language panels, and to develop policy guidelines in relation to Level 4 testing. The membership of all these committees is set out in Appendix III.

7. Meetings

The Authority met five times in the period covered by this report - on 9 September 1983, 9 December 1983, 27 April 1984, 29 June 1984 and 23 November 1984. All meetings were held in Canberra. The three meetings in 1984 were held in conjunction with meetings of one or more NAATI committees.

Over the same period committees met as follows: Executive: 5 meetings; Finance Committee: 2 meetings; Committee on Courses in Educational Institutions: 2 meetings; Committee on Overseas Qualifications: 2 meetings; Committee to Review Language Panels: 2 meetings; Committee on Level 4

Policy: 6 meetings. The Advisory Committee on Language Panels and Examining Boards was established in September 1984 and during the period was able to conduct its work by telephone and correspondence. All committee meetings were held in Canberra except one Executive Committee Meeting which was held in Sydney, and one meeting of the Level 4 sub-committee held in Melbourne.

8. Summary of activities

The following sections describe the main activities and achievements of the new Authority since its inception. Certain aspects of the matters covered below are discussed in greater detail in the later sections of this report.

8.1 Testing Program

The new Authority's first task in the area of testing was the completion of the 1983 testing program at Levels 2 and 3 which had commenced under the previous Authority, prior to 1 July 1983. Admission tests had been held in April 1983 by the previous Authority in the following languages: Arabic, Cantonese, Croatian, Greek, Italian, Macedonian, Mandarin, Polish, Russian, Serbian, Spanish, Turkish and Vietnamese. A total of 765 candidates had sat for Levels 2 and 3 (198 at Level 3 and 567 at level 2) with 274 passing at Level 2 and 108 at Level 3. Translation tests had then been held in June 1983 in Arabic, Cantonese (Level 2 only), Croatian, Greek, Italian, Macedonian, Mandarin, Polish, Portuguese, Russian, Serbian, Spanish, Turkish, and Vietnamese. A total of 302 candidates sat for Level 2, 208 sat for Paper 1 at Level 3 (English into the other language) and 227 sat for Paper 2 (other language into English). 86 passed at Level 2 which gives a pass rate of 28%, 55 passed Level 3, Paper 1 and 53 passed Level 3, Paper 2, which respectively give pass rates of 26% and 23%.

Interpreting tests were conducted by the new Authority in all States and Territories in October and November 1983. The languages available for testing were Arabic, Croatian, Greek, Italian, Mandarin, Polish, Portuguese, Russian, Serbian, Spanish, Turkish and Vietnamese. 287 candidates were tested at Level 2 and 182 at Level 3. The results for these tests are set out in Table 1 below. They show an overall pass rate of 47% at Level 2 and of 37% at Level 3.

NAATI's testing program for 1984 was substantially larger than in any previous year. For the first time it involved two rounds of admission tests instead of one, in addition to translation tests and interpreting tests. Twenty-four languages were tested, which represents a substantially larger program than in any previous year. Additional interpreting tests were also held in three languages - Italian, Arabic and Mandarin - for which testing had not been completed by the end of 1983.

In May 1984 Admission tests were held in all States, the N.T. and the A.C.T. 22 languages were tested: Arabic, Cantonese, Croatian, Czech, Dutch, French, German, Greek, Hungarian, Indonesian, Italian, Japanese, Malay, Maltese, Mandarin, Polish, Portuguese, Serbian, Spanish, Thai, Turkish, Vietnamese. All languages were tested at both levels 2 and 3.

A total of 1247 persons sat for these tests, which far exceeded the numbers sitting at any previous round of Admission tests. The overall pass rate at Level 2 was 49% and at Level 3 was 57%. The detailed results are shown in Table 2.

In August 1984 Translation tests were held in all States, the N.T. and the A.C.T. The languages tested were those examined in May, with the addition of Khmer and Lao, which were both tested at Level 2 only. Once again the total numbers involved were much larger than on any previous occasion, with approximately 1850 persons having been invited in all and 443 persons sitting at Level 2, 280 sitting at Level 3 for Paper 1 and 219 sitting at Level 3 for Paper 2. The overall pass rate at Level 2 was 43% and at Level 3 was 44% for Paper 1 and 48% for Paper 2. Detailed results are shown in Table 3.

A second round of admission tests was held in September 1984 in the same group of 22 languages tested in May. The numbers attending on this occasion represented a substantial increase on those sitting for the earlier round. A total of 1862 persons sat, 8106 having been invited, with overall pass rates of 44% at Level 2 and 47% at Level 3. Detailed results are shown in Table 4.

The 1984 testing schedule also included interpreting tests in all the languages tested at the translation tests in August. It had been hoped initially that these tests could be completed by the end of 1984. However, this proved impracticable principally because the numbers accepting invitations were much larger than anticipated. This meant that more time was needed to complete the tests than originally planned. As at end December over 1000 people had accepted invitations to this round of interpreting tests, which is more than twice the numbers accepting on any previous occasion. Of these, 361 had been tested by end December 1984 and the remainder had been advised that their test would be held as soon as possible in the new year. The very large numbers to be tested in Sydney (approximately 400) and Melbourne (approximately 300) suggest that the interpreting tests in those two cities may take some months to complete. As at end December 1984 47% of candidates had passed the test at Level 2 and 30% at Level 3. The detailed results are shown in Table 5.

On the basis of these figures it is clear that 1984 involved an unprecedented level of activity for NAATI in the field of testing. The total number sitting tests in 1984 - including those sitting interpreting tests remaining from the 1983 program - was 4153 (with 650 accepting invitations and awaiting testing in early 1985.) This is more than three times the number sitting in any previous year. In part this increase is no doubt due to the larger number of languages on the 1984 program and to the fact that the 1984 program included languages such as Italian, Greek, French, German and Spanish in which substantial numbers of people usually wish to be tested. However, this outcome also appears to be a reflection of the growing public interest in obtaining NAATI accreditation, an issue which has been commented on above in connection with the increase during 1984 in the rate of new applications for accreditation.

TABLE 1
Interpreting Tests, October/November 1983

Language	Level 2			Level 3		
	No. sat	No. Passed	No. Failed	No. Sat	No. Passed	No. Failed
Arabic	19	10	9	24	5	19
Croatian	17	12	5	12	2	10
Greek	28	13	15	10	2	8
Italian	35	22	13	16	8	8
Mandarin	28	10	18	6	1	5
Polish	27	14	13	20	12	8
Portuguese	1	0	1			
Russian	17	8	9	8	4	4
Serbian	15	9	6	13	10	3
Spanish	35	11	24	31	10	21
Turkish	19	9	10	17	10	7
Vietnamese	46	17	29	25	4	21
Total	287	135	152	182	68	114
Pass rate		47%			37%	

TABLE 2
Admission Tests, May 1984

Language	Level 2			Level 3		
	No.sat	No.Passed	No.Failed	No.Sat	No.Passed	No.Failed
Arabic	53	40	13	11	10	1
Cantonese	27	24	3	5	2	3
Croatian	35	12	23	3	2	1
Czech	18	6	12	5	4	1
Dutch	18	11	7	8	6	2
French	87	44	43	37	23	14
German	83	43	40	38	15	23
Greek	62	15	47	13	2	11
Hungarian	32	14	18	7	4	3
Indonesian	15	6	9	9	4	5
Italian	116	41	75	38	26	12
Japanese	10	8	2	5	5	0
Malay	2	1	1			
Maltese	11	10	1	4	4	0
Mandarin	45	23	22	13	2	11
Polish	36	16	20	12	10	2
Portuguese	34	19	15	7	4	3
Serbian	31	20	11	8	6	2
Spanish	113	62	51	29	13	16
Thai	6	5	1	5	5	0
Turkish	51	26	25	11	6	5
Vietnamese	76	29	47	18	9	9
Total	961	475	486	286	162	124
Pass rate		49%			57%	

TABLE 3

Translation Tests, August 1984

Language	Level 2			Level 3			Paper 1			Paper 2		
	Sat	Pass	Fail									
Arabic	30	8	22	15	6	9	15	5	10			
Cantonese	17	9	8	0	0	0	0	0	0			
Croatian	13	4	9	9	0	9	7	1	6			
Czech	3	3	0	4	4	0	3	3	0			
Dutch	11	10	1	9	8	1	6	6	0			
French	39	9	30	39	17	22	18	4	14			
German	45	22	23	31	7	24	25	10	15			
Greek	18	6	12	8	1	7	10	5	5			
Hungarian	10	6	4	4	4	0	5	5	0			
Indonesian	6	4	2	2	1	1	3	1	2			
Italian	40	28	12	30	16	14	24	11	13			
Japanese	4	0	4	4	4	0	3	3	0			
Khmer	1	1	0									
Lao	4	4	0									
Maltese	6	6	0	5	4	1	5	4	1			
Mandarin	25	12	13	14	5	9	7	2	5			
Polish	22	7	15	12	6	6	14	12	2			
Portuguese	11	7	4	9	6	3	6	5	1			
Serbian	16	9	7	10	4	6	6	2	4			
Spanish	61	7	54	31	5	26	25	1	24			
Thai	4	3	1	4	4	0	4	4	0			
Turkish	16	6	10	23	10	13	24	13	11			
Vietnamese	41	18	23	17	12	5	9	8	1			
Total	443	189	254	280	124	156	219	105	114			
Pass rate		43%			44%			48%				

TABLE 4
Admission Tests, September 1984

Language	Level 2			Level 3		
	No.sat	No.Passed	No.Failed	No.Sat	No.Passed	No.Failed
Arabic	87	46	41	16	7	9
Cantonese	76	56	20			
Croatian	67	35	32	13	4	9
Czech	27	18	9	10	4	6
Dutch	25	15	10	8	5	3
French	156	58	98	63	26	37
German	108	54	54	49	27	22
Greek	82	39	43	24	7	17
Hungarian	39	32	7	13	10	3
Indonesian	32	14	18	17	7	10
Italian	146	36	110	42	21	21
Japanese	17	13	4	7	5	2
Malay	10	6	4	1	1	0
Maltese	6	6	0	3	3	0
Mandarin	90	14	76	20	8	12
Polish	54	14	40	10	3	7
Portuguese	31	11	20	6	4	2
Serbian	46	20	26	9	5	4
Spanish	200	80	120	42	11	31
Thai	13	11	2	4	4	0
Turkish	56	22	34			
Vietnamese	117	58	59	20	15	5
Total	1485	658	827	377	177	200
Pass rate		44%			47%	

TABLE 5

Interpreting Tests (Candidates tested as at 30 December 1984)

Language	Level 2			Level 3		
	No.sat	No.Passed	No.Failed	No.Sat	No.Passed	No.Failed
Cantonese	52	18	34	4	2	2
Croatian	8	2	6	6	4	2
Dutch	2	1	1			
French	5	1	4	3	1	2
German	35	22	13	20	8	12
Hungarian	16	13	3	7	5	2
Indonesian	8	6	2	5	0	5
Italian	7	2	5	8	3	5
Malay	1	1	0			
Maltese	2	1	1			
Mandarin	16	4	12	8	1	7
Polish	4	4	0	7	2	5
Portuguese	9	7	2	3	0	3
Serbian	11	6	5	3	1	2
Spanish	25	2	23	14	0	14
Turkish	29	18	11	19	5	14
Total	230	108	122	107	32	75
Pass rate		47%			30%	

8.2 Level 1 Testing

Tests were conducted at Level 1 in New South Wales in October 1983 in Arabic, Greek, Italian and Spanish and in November 1983 in Cantonese, Croatian, French, Macedonian, Maltese, Polish, Turkish and Vietnamese.

A total of 50 candidates were accredited at Level 1 as a result of the October tests and 30 as a result of the November tests.

Tests were conducted in Arabic, Cantonese, French, German, Hungarian, Italian, Khmer, Lao, Macedonian, Mandarin, Spanish, Turkish and Vietnamese during the course of 1984. The detailed results are shown in Table 6.

TABLE 6

Level 1 tests, 1984

Language	No. sat	No. passed	No. failed
Arabic	6	4	2
Cantonese	2	2	0
French	2	2	0
German	6	6	0
Hungarian	1	1	0
Italian	7	7	0
Khmer	4	3	1
Lao	4	4	0
Macedonian	9	6	3
Mandarin	5	5	0
Spanish	5	5	0
Turkish	1	1	0
Vietnamese	6	5	1
Total	58	51	7

8.3 Accreditation in Languages used by the Deaf

The Authority agreed to arrange for the testing and accreditation of language aides and interpreters in the languages used by deaf people in 1981. This was in response to a clear need in Australia to ensure that adequate standards of interpreting were available to deaf and hearing-impaired people.

NAATTI has adapted testing formats and procedures to the special purpose of testing language aides and interpreters in the Deaf Sign and Deaf Oral languages.

NAATTI's stance on deaf languages has been seen as unique in the world in that the deaf languages have been categorised as languages to be incorporated in a national testing programme assuring national standards. Great interest has been shown at an international level in the work of NAATTI in deaf language accreditation, while in Australia itself community response to accreditation has been very gratifying.

Testing took place in Brisbane in December 1983, and in Sydney and Perth in early 1984. Testing is planned on a regular basis in all major Australian centres according to the level of demand. Tests have been held at both Levels 1 and 2, although only Level 2 tests have been conducted during the period covered by this Report.

It is expected that Level 3 tests in Deaf Sign Language and Deaf Oral Language will be available in 1985.

Detailed results of testing are shown in Table 7.

TABLE 7

Deaf Sign and Oral Testing 1983/1984

December 1983, Brisbane

Level 2	No. Sat	No. Passed	No. Failed
Deaf Sign	8	6	2
Deaf Oral	4	4	0
Total	12	10	2

March 1984, Sydney

Level 2	No. Sat	No. Passed	No. Failed
Deaf Sign	8	6	2
Deaf Oral	7	7	0
Total	15	13	2

April 1984, Perth

Level 2	No. Sat	No. Passed	No. Failed
Deaf Sign	7	7	0
Deaf Oral	3	3	0
Total	10	10	0

8.4 Accreditation of Individuals on the basis of successful completion of Approved Courses.

The number of accreditations awarded on the basis of graduation from a NAATI-approved course was 425.

The number of accreditations relating to individual institution is shown in Table 8.

TABLE 8

Accreditations by Course - July 1983-December 1984

N.B. Figures include accreditations awarded to candidates graduating during the period under review as well as to those who graduated in previous years and who have submitted late applications.

STATE	TOTAL PERSONS ACCREDITED	TOTAL ACCREDITATIONS
<u>N.S.W.</u>		
Sydney Technical College	78	78
Petersham Technical College	13	13
Wollongong University	6	6
Macarthur Institute of Higher Education	2	4
Newcastle Technical College	4	4
<u>A.C.T.</u>		
Canberra C.A.E.	4	5
<u>N.T.</u>		
School of Australian Linguistics	11	14
Institute of Aboriginal Development	6	6
<u>S.A.</u>		
S.A.C.A.E.	24	48
Adelaide College of TAFE	68	71

VIC.

Victoria College, Toorak	3	3
RMIT CAE	20	24
RMIT Technical College	87	117

W.A.

Perth Technical College	30	32
Total persons accredited	356	Total accreditations 425

A more detailed description of courses accredited by NAATTI and policy relating to NAATTI approval of courses is supplied in Part B of the Report.

8.5 Overseas qualifications assessments

The Overseas Qualifications Committee has met twice during the period under review. The first meeting was held on 3 August 1984, when 22 applications were assessed, of which 11 were successful. The second meeting took place on 22 November 1984, when 6 applications were assessed or reviewed and 3 were successful. Four applications were assessed separately, all of which were successful.

Details of accreditations on the basis of overseas qualifications during the period are as follows:

Total persons accredited:	18
Total accreditations:	31
Number of languages covered:	11
Number of persons accredited at Level 4:	4
Number of accreditations at level 4:	7
Number of persons accredited at Level 3:	8
Number of accreditations at Level 3:	11
Number of persons accredited at Level 2:	8
Number of accreditations at Level 2:	13

Qualifications from overseas institutions and associations assessed included the following:

N.B. Each application for recognition is assessed on individual merit and a number of factors are taken into account. No precedent should be inferred from the favourable assessment of any qualification listed in Table 9.

TABLE 9

Assessment of Overseas Qualifications July 1983-December 1984

QUALIFICATION ASSESSED		NAATI ASSESSMENT	
Language	Institution	Qualification	Level/Category
French	Association Internationale des Interpretes de	Full membership	4 Interpreter
Spanish			
Italian	Conference (A.I.I.C.)		
Italian	Scuola Superiore per Interpreti e Traduttori Roma, Italy	Interpreter/Translator Diploma	3/4 Interpreter/Translator
German	Institute for Interpreters and Translators, University of Heidelberg, West Germany	Diploma in Translation (4 years)	3/4 Translator
French			
German	Institute for Foreign Studies, Johannes Gutenberg University, Mainz, West Germany	Degree in Translation (4 years)	3/4 Translator
German	Höhere Fachschule für Dolmetscher, Cologne, West Germany	Interpreter/Translator Diploma (2 years)	3 Interpreter/Translator
Spanish	Higher Institute of Translators and Interpreters, University of Antwerp, Belgium	Licencié	3 Translator
Dutch		Traducteur	
German	School of Interpreters, University of Geneva, Switzerland	Diploma in Translating	3 Translator

Italian	Polytechnic of Central London	B.A. Hons in Modern Languages	3	Translator
German				
Mandarin		(4 years)		
Polish	Faculty of Foreign Languages, University of Warsaw, Poland.	Diploma in Interpreting and Translating	3	Translator (one way)
		(4 years)		
Italian	British Civil Service	First Class	2	Interpreter
Serbian	Commission, U.K.	Interpreter		
Croatian		Certificate of Examination		
Farsi	Iranian College of Translation	Diploma in Translation	2	Translator (one-way)
		(4 years)		
French	Polyglot School of Interpreters, Montreux, Switzerland	Diploma in Interpreting and Translating	2	Interpreter/Translator
German	Staatliches Prüfungsamt für Dolmetscher und Übersetzer beim Hessischen Kultusminister (State examined interpreter and translator) Hesse, West Germany		2	Interpreter/Translator
German	Sworn Court Interpreter in the Regional Courts, West Germany		2	Interpreter and/or Translator
German	Regent School of Languages and Interpreting, Frankfurt, West Germany	Certificate in Interpreting Translating and Commercial Correspondence	2	Translator
		(2 years)		

Vietnamese School of Languages
Army of Vietnam

Certificate in 2 Interpreter
Interpreting
(1 year)

8.6 Statistical Summary

The following represents a statistical summary of accreditations and applications as at 31 December 1984:

Person statistics

Total number of persons	9300
Total number of persons accredited	2244
Total number of persons recognised	582

Application statistics

Total applications received for accreditation. The figures comprise applications for individual languages, levels and category of accreditation (translator, interpreter, language aide).

a) by sitting a NAATI test	23505
b) by graduating from a NAATI-approved course	1109
c) by assessment of overseas qualifications	373
d) total applications received for recognition	1247

Accreditation statistics

a) Total accreditations awarded on the basis of passing a NAATI test	2500
b) Total accreditations awarded on the basis of graduation from a NAATI-approved course	974
c) Total accreditations awarded on the basis of equivalence of overseas qualifications	138
d) Total recognitions	1000

Average applications per person 2.82

Average accreditation per person 0.39

Average accreditation and/or recognition per person 0.5

The number of persons eligible for admission tests on the Authority's files as at 31 December 1984 was 6947 covering approximately 80 different languages.

The number of persons eligible for accreditation tests (Levels 1-4 as translator, interpreter or language aide) on the Authority's files as at 31 December 1984 was 5170 covering approximately 70 different languages.

Testing had been conducted in 24 languages by the previous Authority in the period from NAATI's inception to June 1983. It is a noteworthy achievement of the new Authority to have tested in 24 languages during 1984 alone.

PART B1. Methods of Accreditation

Accreditation may be obtained on the basis of a NAATI test, successful completion of a NAATI-approved course of training, or equivalence of overseas qualifications. In terms of standard of achievement, there is no distinction between accreditation obtained by these three methods.

2. Recognition by NAATI

Prior to March 1983, it was possible for practising interpreters and translators to obtain "recognition" by NAATI, with status at Level 2. In the case of recognition, which does not involve any form of assessment, the Authority is not testifying to a standard of performance, but is acknowledging that at the time of the award, the person concerned had recent and regular experience as an interpreter or translator. Recognition is now granted in very exceptional cases only, where rare languages are involved or where other special circumstances exist.

3. Fees

While heavily subsidised by the Commonwealth, State and Northern Territory Governments, the new Authority is also required to aim at becoming self sufficient eventually, through charging fees for its services. Fees for the assessment of applicants for accreditation had already been introduced by the previous Authority. In 1983, in response to economic circumstances, the Authority reluctantly raised the fees for accreditation.

The fees, though increased, do not approach the real cost to NAATI of testing in interpreting and translating and represented less than 12% of total operating costs in 1984/85.

The current fees are as follows:

Level 1	\$35
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Admission tests	
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Level 2	\$10
Level 3	\$15

Translating tests	
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Level 2	\$40
Level 3	\$60

Interpreting tests	
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Level 2	\$40
Level 3	\$60

Fee for recognition	\$15
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Fee for assessment of overseas qualifications	\$50
Fee for course graduate accreditation	no fee as yet

Fee for review	
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Level 2	\$10
Level 3	\$15

Fee for counselling

Level 2	\$20
Level 3	\$35

As indicated later in this report, the Authority faced severe financial difficulties in the course of the period covered by the report. In the absence of a willingness on the part of the Commonwealth and State Governments to increase levels of subsidy in the future, the Authority believes it will be compelled to increase fees substantially in 1985.

4. Levels of Accreditation

The Authority has established five levels at which accreditation is granted, ranging from the low level and incidental use of a language (Level 1) to the high level of proficiency which would be required, for instance, at international conferences (Levels 4 and 5). The levels are described in detail in the Authority's booklet Levels of Accreditation for Translators and Interpreters. Briefly the levels are as follows:

LEVEL 1

Description: Level 1 is an elementary level. At this level, persons are accredited not as interpreters or translators, but as "language aides". This level of accreditation is appropriate for persons who are capable of using a minimal knowledge of language for the purpose of simple communication. This capacity may be a useful adjunct in performing their principal duties.

Prerequisites: There are no prerequisites but candidates would be expected to have some degree of literacy in both languages.

LEVEL 2

Description: Level 2 represents a level of ability for the ordinary purposes of general business, conversation, reading and writing. This level is generally suitable for those who use a second language as an important part of their principal duties. Applicants at this level and at all higher levels will be classed as interpreters, translators or both.

Prerequisites: General education equivalent to four to six years of Australian secondary education and language capability in both English and the other language equal to that level.

LEVEL 3

Description: Level 3 is intended to be the first professional level for those who undertake the general purpose tasks of interpreting and translating in a wide range of subjects. In some cases, practitioners may specialise in particular areas or subjects.

Prerequisites: Candidates must have general education to degree or diploma level and have a language qualification at a similar level.

LEVEL 4

Description: Level 4 is the advanced professional level for specialist translating and interpreting. Interpreters working at this level are expected to be capable of both consecutive and simultaneous interpreting at meetings and conferences. Translators working at this level are expected to be capable of translation of highly complex documents.

Prerequisites: Candidates must hold a degree - in any subject - from a recognised higher education institution and must normally be accredited at Level 3 in the appropriate skill. The requirement for a degree may be waived for those who, in the judgement of the Authority, can demonstrate equivalent professional knowledge and experience.

Candidates are required to provide an employer's certificate as proof that they have been practising regularly at Level 3 or above for a minimum of two years. Those practitioners who are self-employed will be required to provide a statutory declaration.

LEVEL 5

Description: Level 5 is the senior professional level for specialist interpreting and translating. Those working at this level are expected to be capable of and have experience of work at international meetings and conferences requiring high level diplomatic interpreting or translating. They should also be capable of supervising and planning the work of a team of Level 3 and 4 interpreters/translators. NAATI has not yet granted any accreditations at Level 5.

It is not possible to gain accreditation at Level 5 by testing.

At Levels 3, 4 and 5, in translating, and at Levels 4 and 5 in interpreting, accreditation may be granted in single language direction. Single direction accreditation may also be granted at Level 2 to translators in certain selected languages.

5. Testing Program

The previous Authority established in 1982 a system of categorisation of languages according to demand for accreditation and need for accreditation, having received by the end of 1982 applications for accreditation in approximately 80 different languages.

The categorisation was determined on the basis of NAATI's assessment of the national need for skilled personnel and the demand for testing or training by individuals, and was intended to form the basis for future development of courses in interpreting and translating and for the selection of languages to be included in future testing programs.

The four categories were as follows:

Category A - languages of greatest demand, to be given high priority in the testing program;

Category B - languages of medium to high need and high demand;

Category C - languages of medium to low need and demand;

Category D - languages of low to very low need and demand.

It was planned that Category A languages should be tested annually; Category B languages once every two years; Category C languages once every three years; and Category D languages according to the coincidence of demand, need and opportunity.

The categorisation of the individual languages is shown in Table 10.

TABLE 10

NAATI Language Categories - June 1983

Category A	Category B	Category C	Category D
Aboriginal and	French	Czech	All other
Torres Strait	German	Dutch	languages
Island Languages	Indonesian	Hungarian	
Arabic	Macedonian	Khmer	
Cantonese	Malay	Lao	
Croatian	Polish	Maltese	
Deaf Sign Language	Portuguese		
Greek	Russian		
Italian	Thai		
Japanese			
Serbian			
Spanish			
Turkish			
Vietnamese			

NAATI's testing program in 1984 was based largely on the above categorisation of languages. However, due to community demand and the large numbers of people awaiting testing in certain languages, the testing program was modified to include languages which had previously been considered of low priority or which had not previously been tested.

During September 1984, the Secretariat contacted a range of people in supervisory positions in interpreting/translating services throughout Australia to seek information which might be of assistance in selecting the languages to be included in the testing programs in the near future. The people contacted were asked to list those languages for which:

- there was a considerable demand for services, and
- NAATI accredited translators and interpreters were hard to find.

A number of the languages on the 1984 testing program - including for example, Italian, Greek, French, German, Serbian, Croatian and Polish - did not rate highly on this basis.

The languages tested in 1984 included several which are now covered in interpreter/translator courses (especially at Level 2) and for which employment demand is relatively low.

The survey indicated that the following languages were those in which there is substantial demand and a shortage of qualified practitioners: Khmer, Lao, Macedonian, Portuguese, Cantonese, Mandarin, Vietnamese, Thai, Turkish and Spanish.

It is hoped that the 1985 program will include all of these languages in addition to Deaf Sign and Deaf Oral languages and Japanese.

Appropriate languages will also be selected for Level 4 (translating) taking into account considerations such as the availability of qualified language experts to serve on the language panel.

While the previous categorisation of languages had been seen as flexible and allowed for alterations in the categorisation of languages according to changes in demand or need, the substantial changes in need and demand for particular languages over a relatively short period of time would seem to warrant a reassessment of the position prior to the determining of each testing program.

It is planned by NAATI to conduct one round of admission, translating and interpreting tests in each 12 month period, either on a calendar or financial-year basis. Given that a substantial number of interpreting tests from 1984 will need to be held in the early months of 1985 and that current financial resources may necessitate the postponement of the commencement of the 1985 testing program until mid 1985, the 1985/86 program may operate on a financial year basis.

Experience from the 1984 testing program has shown that a program which includes two rounds of admission tests is extremely difficult to timetable into the 9 months of the year which are effectively available for testing. Such a program has proved to place very heavy workloads on language panels.

While testing has taken place only in capital cities during 1984, it had been planned to conduct interpreting tests in North Queensland at the end of 1984, which had to be cancelled due to lack of financial resources. The Authority regrets its present inability, due to financial limitations, to conduct tests outside the capital cities, notably in North Queensland.

A summary of languages tested by NAATI in 1984 in comparison to previous years is shown in Table 11.

TABLE 11

Languages tested at Levels 2 and 3, 1980-1984

1980	1981	1982	1983	1984
Arabic (1)	Arabic (2)	Arabic	Arabic	Arabic
Chinese	Chinese:	Chinese:	Chinese:	Chinese:
	Mandarin	Mandarin	Mandarin	Mandarin
Croatian	Croatian (2)	Croatian	Croatian	Croatian
			Deaf (1)	Czech
				Deaf (1)
	French	French		Dutch
German	German	German		French
Greek	Greek	Greek	Greek	German
				Greek
				Hungarian
Italian	Italian	Italian	Italian	Indonesian
	Japanese (3)	Japanese		Italian
	Khmer (2)			Japanese
		Lao		Khmer (1)
			Macedonian	Lao
			Macedonian (2)	
				Malay
				Maltese
	Polish (2)	Polish	Polish	Polish
		Portuguese	Portuguese (1)	Portuguese
Russian	Russian (2)	Russian	Russian	
Serbian	Serbian (2)	Serbian	Serbian	Serbian
Spanish	Spanish	Spanish	Spanish	Spanish
				Thai
Turkish (1)	Turkish (2)	Turkish	Turkish	Turkish
Vietnamese		Vietnamese	Vietnamese	Vietnamese

(1) Level 2 only

(2) Translating only

(3) Interpreting only

6. Test Formats

The Fourth Annual Report included an account of the review of accreditation testing which was conducted by the Authority during 1981. The test formats and testing procedures as described in the above report have been maintained, with only minor modifications in 1983 and 1984.

7. Exemption from Admission Tests

Applicants at Levels 2 and 3 are required to sit an admission test prior to sitting the accreditation tests at those levels.

The purpose of the admission test is to enable candidates to demonstrate that they have an elementary level of language skills, particularly literacy, in English and the other language. Candidates wishing to sit for both interpreting and translating tests in the same language and at the same level need only sit for one admission test. A pass in the admission test is required before candidates may proceed to an accreditation test.

Exemption from the admission test is considered when a written application for exemption is lodged with the Authority.

Exemptions from admission tests are available in the following cases only:

- a) for candidates who have gained NAATI accreditation at the level immediately below the one at which they are seeking testing, and in the same language in which they are seeking testing;
- b) for candidates currently teaching the relevant language(s) at an Australian tertiary institution;
- c) for candidates who have been employed continuously as full-time interpreters or translators for more than twelve months at a standard of work similar to the level at which, and in the language in which they are seeking testing.

8. Conduct of Interpreting tests

The 1981 review of testing procedures conducted by the previous Authority identified five different procedures for the conduct of interpreting tests. The Authority agreed that interpreting tests are best conducted on a face-to face basis.

The five different methods include two at which examiners are present, the remaining three requiring the tape-recording of the test for later marking by the relevant Language Panel. The methods are as follows:

1. the ideal situation, where actors are used in addition to the examiners being present;
2. the situation where actors are used while a recording is made of the candidate's responses;
3. the situation where a tape of the test is played to the candidate, whose responses are assessed by examiners present;
4. the situation where a tape of the test is played to the candidate, whose responses are recorded for marking;
5. the situation where the recorded test is played to the candidate in a language laboratory and the candidate's responses recorded for later marking.

While the methods for face-to-face testing are used wherever possible, it has proved impracticable and extremely costly to use face-to-face testing

methods in certain languages, where the numbers to be tested are small, or in the smaller States or Territories, where overall numbers for tests are small.

An additional problem faced by the SAPTI, who are responsible for the conduct of interpreting tests, has proved to be the finding of suitable persons to be approved by the Authority for inclusion on Examining Boards, especially in view of the large range of languages tested in the 1984 program. The Advisory Sub-Committee on Language Panels and Examining Boards was established in September 1984 to assess SAPTI nominations for interpreting test examiners. In determining a nominee's suitability, the Committee looks at both academic qualifications and practical experience in interpreting or in examining interpreters or translators. It was recommended by the committee that ideally all testing board examiners, especially at Level 3, should first obtain NAATI accreditation themselves.

The committee's recommendations form the basis for a comprehensive NAATI List of approved examiners for Interpreting tests which is currently being compiled by the Secretariat for circulation to the SAPTI.

The methods of testing used in the conduct of the 1984 interpreting tests in relation to the total number of candidates tested in each State/Territory as at 31 December 1984, are shown in Table 12.

In marking interpreting tests, whether by Testing Boards or Language Panels, the appropriate allowances are made according to the method used.

TABLE 12

Conduct of Interpreting Tests November-December 1984

Percentage of candidates assessed by

State	Method 1.	Method 2.	Method 3.	Method 4.	Method 5.
N.S.W.			100%		
VIC.			70%	30%	
S.A.	50%	30%		20%	
W.A.	10%	80%		10%	
QLD		10%	15%	75%	
TAS.				100%	
N.T.				100%	
A.C.T.	50%	50%			

9. Counselling and Review of Unsuccessful Test Candidates

The procedures for review and counselling of unsuccessful test candidates are currently being revised. However, at present the following regulations apply:

Candidates who do not pass a NAATI admission test are not entitled to review of their performance or to counselling.

However, candidates who do not pass a NAATI accreditation test and whose marks fall within the range 65-69% are entitled to seek a review of their performance or counselling on their performance.

Candidates seeking review or counselling are required to make written application to the Regional Officer in their State or Territory within one month of their being informed in writing by NAATI of their failure in a test.

A fee is charged for both services.

Counselling is conducted by the SAPTI. The Regional Officer forwards a candidate's request for counselling to the SAPTI. The SAPTI considers such requests and, at its discretion, may allow candidates access to their marked papers. Candidates are allowed to examine their marked papers only in the presence of a SAPTI member and may not take away from the interview either their papers or copies of them.

NAATI's system of marking by Language Panels means that every test is marked by at least two and sometimes more approved examiners, including at least one expert in each of the two languages of the test. While it would seem that a further review of the marking of any test would rarely be warranted, the numbers of failed candidates applying for review are consistently considerable.

In the event of NAATI's decision to grant a review of a test result, the test is resubmitted to the relevant Language Panel for review. The Language Panel may either conduct the requested review and reply accordingly to NAATI, giving full details of the reasons for its findings, which may then be transmitted in writing to the candidate; or decline to conduct the requested review and reply accordingly to NAATI, giving full details of the reasons for its decision not to conduct the review.

10. Accreditation at Level 4 and Level 5

The issues involved in testing at Level 4 have been investigated by a special sub-committee of the Authority, in preparation for the commencement of Level 4 testing in 1985. This committee met on 6 occasions. It consulted 17 institutions, associations and individuals in writing and many more verbally, and received 16 written comments and many more verbal comments. The outcome of the review was a redefinition with major modifications of the prerequisites and format for Level 4 accreditation methods.

A detailed description of the requirements for Level 4 testing and courses, together with the proposed test format, is reproduced in Appendix IV. Redefinition of Level 5 is under progress, but it has already been decided that testing will not be used as a means of assessing the suitability of people for accreditation at this level.

While major progress has been made towards the commencement of testing at Level 4, some issues still need to be considered, including the implications of Level 4 testing for the Secretariat, in particular with regard to staffing, finding suitable Language Panels and Examining Boards and determining suitable fees for testing. It is also proposed to establish a Level 4 Standing Committee to monitor the suitability of Level 4 candidates and to commission and vet test papers and assessment panels.

11. Level 1 testing

The conduct of Level 1 tests has remained the responsibility of the SAPTI, who continue to arrange testing as local needs demand. The situation regarding Level 1 testing is, however, at present seen as unsatisfactory. It is proposed to conduct a review of Level 1 testing with a view to determining an appropriate future policy. Testing has been suspended pending completion of this review.

12. NAATI-approved Courses

The new NAATI inherited a large accumulation of administrative and policy problems related to interpreter/translator courses in educational institutions. These were causing delays and other difficulties in the accreditation of students completing NAATI-approved courses. These problems were dealt with progressively by the Authority in the course of 1984. A Standing Committee on interpreter/translator courses was formed to make recommendations on issues in this area on a continuing basis.

12.1 Standing Committee for the approval of courses in interpreting and translating.

The Standing Committee on Courses met for the first time on 25th October 1984 to consider submissions for NAATI accreditation from the following Colleges:

Royal Melbourne Institute of Technology
Darwin Community College
Sydney Technical College
Newcastle Technical College
Perth Technical College
Victoria College, Toorak
Adelaide College of TAFE.

A current list of NAATI-approved courses is contained in Appendix V.

The Committee also proposed the following guidelines for staff teaching language and interpreting techniques in NAATI approved Level 2 courses which were approved by the Authority.

Wherever practicable, language and interpreting techniques instructors at Level 2 should have:-

- i) NAATI Level 3 interpreting qualifications and appropriate professional experience in the field of interpreting;
- ii) teaching qualifications and/or teaching expertise.

In languages where the pool of NAATI accredited people is small or NAATI tests are not available, Colleges should employ staff with linguistic skills at a level equivalent to NAATI Level 3 and with appropriate professional experience in the field of interpreting.

In the absence of NAATI Level 3 qualifications, instructors should seek to obtain them at the earliest opportunity. Failure to employ appropriately qualified staff may lead to the withholding of NAATI approval of the course.

These guidelines are not intended to apply retrospectively, but to:

- (i) the staff of courses not previously approved
- (ii) new staff of courses already approved

Existing staff of already approved courses and courses undergoing re-appraisal are not, therefore, covered by these guidelines, but the Authority wishes to emphasise that existing staff are expected to take steps to gain appropriate professional accreditation at the earliest possible opportunity.

These guidelines have been circulated to institutions conducting interpreting and translating courses.

The Committee also recommended that, in future, courses should not be granted conditional accreditation.

In relation to the composition of Visiting Parties for the evaluation of courses at Levels 2 and 3, the Authority decided that such Parties should be convened by the Courses Committee and should, in the interests of uniformity of standards, always include at least two members of the Courses Committee. It was also agreed that minor changes to the curriculum, the addition of another language stream and, in some cases, the re-accreditation of an established course could be handled by correspondence rather than visitation.

12.2 Guidelines for course submissions

Before approving a course in interpreting and/or translating, NAATI must have been advised on, and have the opportunity to evaluate, the following:

1. The general academic practices and standards of the educational institution;
2. The objectives of the particular course and the methods adopted to achieve these objectives;
3. The standards of admission to the course;
4. The duration of the course, having regard to the standards of entry and course objectives;
5. The breadth, depth and balance in the subjects involved and the amount of intellectual effort required by the course;
6. The methods of assessment of student progress;
7. The relative emphasis on the teaching skills in relation to the study of discipline;
8. Any arrangements for practical training and experience in connection with the course;
9. The teaching staff conducting the course including numbers, professional qualifications and experience, and educational expertise;
10. The accommodation and facilities, including equipment, library, laboratories, workshops and other instructional resources, as necessary for a particular course.

To apply for course approval, institutions are required to submit to NAATI a detailed course description taking into full account the ten points listed above.

The submission should also include the following:

- Name of institution
- Qualification sought
- NAATTI level for which approval is sought
- Languages offered.

The course description is evaluated by NAATTI, and should the course fall within the guidelines adopted by the Authority, the institution is asked to allow a visiting party from NAATTI to inspect the facilities and to examine the content and structure of the course. If courses are within the ambit of the Australian Council on Awards in Advanced Education, a member of the NAATTI Visiting Party may be included within the Council's visiting team. In the case of institutions of Technical and Further Education and secondary schools, NAATTI conducts an independent review of the course.

Courses approved by NAATTI are included in the Authority's register of courses, and their graduates are eligible to apply for accreditation. This will be granted automatically at the level at which the course has been approved.

Approval given to a course at a College of Advanced Education or a University is comprehensively reviewed every five years, but a progress report is required after three years. Courses at institutions of Technical and Further Education and secondary schools are reviewed every three years, with progress reports after two years. For each year between reviews the institution is required to submit a revised and current list of staff involved in the course, and their curricula vitae. Any changes in other aspects of the course covered by the 10 points listed above during the triennium between reviews is required to be brought to the attention of the Authority.

12.3 Visits to educational institutions

A total of 10 visits were undertaken during the period July 1983-December 1984 by members of the Authority or consultants for the purpose of assessing training courses for interpreters and translators.

As a result, 25 more language streams were approved and 3 more institutions approved, these being the Darwin Community College, the Western Australian College of Advanced Education and the West Lakes High School.

The following courses were assessed on the basis of visits made July 1983-December 1984. The visits were conducted with a view to approval being granted following the Authority's consideration of the Visiting Party's report.

Darwin Community College - Level 2 Interpreter/Translator course.

Sydney Technical College - Level 2 Interpreter course

Macarthur Institute of Higher Education -

Level 2 Interpreter/Translator course

Macarthur Institute of Higher Education -

Level 3 Interpreter/Translator course

Newcastle Technical College - Level 2 Interpreter course

Adelaide College of TAFE - Level 2 Interpreter course

W.A.C.A.E. - Level 3 Interpreter/Translator course

Casuarina High School - Level 1 course

Exhibition High School - Level 1 course

13. Assessment of Overseas Qualifications

A considerable backlog has been overcome in the consideration of applications for accreditation on the basis of overseas qualifications and the criteria for eligibility for assessment more clearly defined.

On 1 July 1984 a fee of \$50 was introduced for the assessment of overseas qualifications. This applies only to applications which are eligible to be put forward for consideration by the Committee. Only applications which meet the preliminary criteria may be considered, and therefore the Committee agreed that the guidelines for eligibility must be clearly defined at the outset as follows:

In considering recommending accreditation on the basis of overseas qualifications, the Committee must satisfy itself that the qualifications in question fulfil two conditions. First, they must be equivalent to a standard of general education which is appropriate to the level at which accreditation is being considered. In terms of the Australian education system this means that:

- i) at Level II, the qualification should be at least equivalent to the level of post-secondary education achieved by graduates of courses of training in Australia approved at Level II, which must consist of 120 to 150 hours of tuition undertaken part-time over a minimum period of 20-25 weeks, or a maximum period of one year;
- ii) at Level III and above, the qualification should be at least equivalent to an Australian first degree, or a three-year undergraduate diploma or a specialised post-graduate diploma as defined by the Australian Council on Awards in Advanced Education.

In addition, the committee must be satisfied the qualification has provided specialised formal training as a translator or interpreter in English and at least one other language, at a standard equivalent to the standard of competence expected of an interpreter and/or translator at the level at which accreditation is being considered.

In short, the Committee must be satisfied that the overseas qualification under examination is of a standard, in general academic standing as well as in the level of specialist training provided, at least equivalent to the standards laid down by the Authority for Australian courses designed to qualify graduates for NAATI accreditation at a prescribed level.

It has always been the Authority's policy to consider granting accreditation only when one of the languages of accreditation is English. This policy is consistent with the emphasis in the previous Authority's Terms of Reference on the need to establish standards appropriate to Australian conditions. For this reason, overseas qualifications may only be considered by the Committee when one of the languages in which the qualification has been granted is English.

The nature and level of the work experience of candidates for accreditation on the basis of overseas qualifications may also be taken into account by the Committee. Membership of certain professional associations, whose criteria of membership are based on proven ability and experience, may also have a bearing on the Committee's recommendation.

14. Issue of Certificates

A substantial backlog has been overcome during 1984 in the issue of certificates of accreditation/recognition. During 1984 NAATI reviewed its policy on the renewal of certificates. Certificates were originally granted for a period of 5 years. After considering several options, it was decided to grant new accreditations for an unlimited period on payment of a fee to be determined. Existing accreditations limited to 5 years will also be amended to apply on a permanent basis on payment of the same fee.

One important consideration in making this decision was that in other comparable professions, a diploma or certificate has no expiry date. The onus is on the employer to determine whether the relevant skills have been maintained.

The granting of the initial qualification is seen as quite separate from the question of registration. The Authority has formed the view that if it were to move towards registration arrangements, this would be more appropriately done by linking such arrangements to special services or regulatory procedures which NAATI would provide or support.

Further comments on registration are included in Part C of the Report.

Certificates are not issued to persons accredited at Level 1 by NAATI. However, a Level 1 card was devised during 1984 in lieu of a certificate. The card certifies that the person has satisfied the Authority's requirements for the award of accreditation at Level 1, and is thereby accredited as a Language Aide (as distinct from an Interpreter or Translator). The card will be issued during 1985.

PART C: Achievements

1. Aboriginal Languages

1.1 Conference on Aboriginal Interpreter/Translator needs.

The Authority sponsored a one-day conference in Batchelor, N.T. in October 1984 for a small group of people concerned with issues in interpreting/translating in Aboriginal languages. The conference was a result of a decision made earlier in the year by NAATI that some information regarding interpretation be documented for the assistance of those persons using Aboriginal interpreters and advice to others concerning the availability of Aboriginal interpreters. The role of SAPTI in relation to Aboriginal interpreters also needed to be established. Consequently, two NAATI representatives and four Aboriginal interpreters met at Batchelor in October of this year.

Aboriginal interpreter/translator needs in the following areas were among the issues discussed:

- i) Health and Hospitals
- ii) Government Departments
- iii) Prisons
- iv) Police
- v) Training and payment of interpreters
- vi) Training in the use of interpreters

1.2 Accreditation in Aboriginal Languages

NAATI now grants accreditation on the basis of successful completion of an interpreter/translator course at the following Northern Territory institutions:

- i) School of Australian Linguistics, Batchelor. (Languages as staffing permits; accredited at Level 2).
- ii) Institute for Aboriginal Development, Alice Springs. (Western and Eastern Aranda, Pitjantjatjara, Luritja, Warlpiri, Walmajarri; accredited at Levels 1 and 2).

At 31 December 1984, 69 accreditations had been granted at Level 1 and 73 at Level 2 in 17 Aboriginal languages.

2. Language Panels

NAATI Language Panels are used to assist the Secretariat in the setting and marking of test papers for admission and translation tests and scripts and tapes for interpreting tests. Language Panels have been progressively established for each language or closely related group of languages for which NAATI holds tests.

At August 1983 Language Panels had been established for Arabic, French, German, Greek, Indo-Chinese languages (Lao, Khmer, Vietnamese), Italian, Japanese, Macedonian, Polish, Portuguese, Russian, South Slavonic languages (Serbian and Croatian), Spanish, Swedish and Turkish.

At December 1984 the number of Language Panels had increased to include Czech, Dutch, Hungarian, Indonesian/Malay and Maltese, while the Indo-Chinese Panel's responsibilities had been extended to include Thai.

The minimum membership of a Language Panel has been increased to 3 persons. One member is to have special expertise in English and at least one member is to have special expertise in the other language. In the case of multi-language Panels, a minimum membership of 2 persons per language is considered acceptable.

The membership of Language Panels is periodically reviewed and updated.

The supervision and establishment of Language Panels has been the responsibility of the Committee for the Review of Language Panels established early in 1984 and more recently of the Advisory Sub-Committee on Language Panels and Testing Boards established in September 1984.

3. Training Workshops for Translators and Interpreters

While the previous NAATI was in a position to make funds available for the purpose of conducting workshops for translators and interpreters, during the 18 months covered by this report NAATI did not have sufficient resources available for this purpose.

Although the primary responsibility in this field has thereby been shifted to the profession itself, NAATI has been able to make available a certain number of sample tests which may be used by organisations wishing to conduct seminars on interpreting and translating or for advice to prospective NAATI applicants.

4. National Directory of Translators, Interpreters and Language Aides

Staff shortages and difficulties related to computer files delayed work on the updating of the Directory until September 1984. The Directory is a national directory of translators, interpreters and language aides, accredited and recognised by NAATI in all States, the Northern Territory and the A.C.T. and represents a major achievement in NAATI's history. The preparation of the Directory has involved the verification of all accreditations submitted to the Authority since 1979 and the revision of the first Directory published in 1982. It is hoped that the Directory, to be published early in 1985, will increase community awareness of the profession and promote the role of the Authority in meeting interpreting and translating needs, both within the community and internationally.

The Directory lists qualified interpreters and translators in a total of 61 languages. Entries are grouped by State and by language, and contact information is provided for each person listed. Details are shown for a total of 3612 accreditations awarded to 2444 candidates, and 1000 recognitions awarded to 582 applicants. All persons accredited by the former NAATI and by the present Authority are included. The Directory will also list all NAATI-approved interpreter/translator training courses offered by Australian educational institutions. Brief background information on the role of NAATI and the five levels at which accreditation is available will also be provided in a preface to the Directory, to be entitled "Note for Users".

The Directory will be obtainable on payment of an annual subscription fee by writing to the Secretariat. The fee will include the cost of the Directory and a supplement to be issued mid-year, which will list accreditations granted during the first six months of 1985. It is planned to publish the Directory annually and to produce the supplement in the same way each year.

5. Other publications

While staff and financial resources have prevented the publication of a NAATTI newsletter, candidates and other interested persons are able to obtain information from NAATTI on levels of accreditation, test formats and the ethics of the profession. A comprehensive "Candidate's Manual" is also obtainable.

Progress has also been made towards the compilation and cataloguing of a small reference library within the Secretariat.

PART D: Issues1. Financial Situation

Annual subsidies from the Commonwealth, State and Northern Territory governments constitute the Authority's principal source of revenue, the remainder being derived from testing fees and other charges.

A financial statement for the period 1 July 1983-30 June 1984 is included in Appendix IV.

The amounts of Commonwealth, State and Northern Territory contributions to NAATI for 1983/84, 1984/85 and 1985/86 were established on the basis of estimates for those three years prepared for the Authority by the Department of Immigration and Ethnic Affairs.

Following the first twelve months of independent operation, the Authority undertook a comprehensive review of its financial position and prepared a set of revised estimates for 1984/85. It became clear as a result of this review that the existing estimates did not constitute a reliable guide to operating costs.

Essentially, this situation arose as a result of certain mistaken assumptions underlying the existing estimates. In particular those estimates appeared to assume that the previous body was coping adequately with the workload placed upon it, and secondly that there would be grounds for reducing the resources available to the new body to a substantially lower level. Both these assumptions were mistaken.

It became clear to the new Authority after assuming independent status that the previous organisation was experiencing difficulty in coping effectively with its administrative workload. This was clearly evident in the extremely difficult administrative situation which the new Authority inherited from its predecessor - a situation which involved a very substantial backlog of work and a wide range of administrative problems. The level of administrative resources provided to the new NAATI in the existing estimates represents a substantial decrease on what was available to the previous organisation. Perhaps the most striking illustration is the reduced staffing levels provided for the new body, although the Authority's recent review has revealed deficiencies in a range of other areas as well.

In order to cope with the situation in which it was placed - both in terms of the backlog of work inherited from the previous body, and in terms of the increasing levels of public interest illustrated by the present rate of applications received - the new Authority was obliged to make some rapid adjustments in the course of 1984 to remedy at least the basic administrative deficiencies which existed. This involved, for example, the filling of a major gap in the staffing provisions by appointing a person to operate the computer/word processor upon which much of the work of the Authority depends, the upgrading of the computer to a level adequate to deal with the workload involved, and the appointment of two clerical officers on a temporary basis in the central office in Canberra to carry out a range of essential duties for which no staffing provision had been made.

The revised estimates anticipated the possibility of a shortfall in the 1984/85 financial year. The Authority noted that it would be impossible to raise a sufficient amount, or even a significant portion of it, through

increasing charges or introducing new ones. Testing fees represented the major charge at the time and these fees had only recently been increased in the face of very strong criticism from a number of quarters. The above remedial measures had of course contributed to the shortfall with which the Authority was then faced.

As a consequence it became clear that the current level of activity and rate of testing could not be sustained without supplementary funding. The result of this overall situation was that the Authority was obliged:

- i) to write to Commonwealth and State Ministers in November 1984 seeking additional funds to make up the substantial shortfall. Indications at the end of December 1984 were that only a very small proportion of the funds required was likely to be provided, a situation which the Authority viewed with extreme concern;
- ii) to prepare contingency plans for appropriate measures to be implemented in the event of a lack of response to the request for additional funding. Such plans were designed to reduce the Authority's operations to a level which would still provide a satisfactory but economically viable range of services. It is recognised that the level of testing will need to be slowed in early 1985 to a rate which will not result in a significant deficit for the Authority.

The Authority regrets that the flow-on effects of the shortfall in the 1984/85 financial year will affect the whole of the 1985 calendar year, a most unfortunate consequence at this early stage in the development of NAATI as an independent body. It is particularly regrettable in view of the very promising record of achievement which the new Authority has so far established.

In summary, the new Authority has established a very promising record of achievement and has taken important steps in the development of more efficient and reliable administrative procedures.

Experience throughout 1984 has shown that significant progress has been made in a number of areas, both administratively and in the furthering of establishment of NAATI's good name and reputation as a national organisation playing a vital role in the field of interpreting/translating and in the broader field of community and international relations. The Authority believes that the recent substantial growth in the rate of new applications, referred to above, indicates an increase in the level of public confidence in NAATI and in the role it is performing.

The Authority also regrets that several important matters could not be dealt with during the period under review because of limited resources. These were:

- basic research into the most important priorities for the Authority to adopt in its accreditation program
- the revision or compilation of material for public distribution concerning NAATI and the interpreting/translating field
- publication of a NAATI newsletter or journal
- a NAATI scholarship scheme
- pre-test training workshops for NAATI candidates
- meetings of chairpersons of Language Panels
- compilation of a directory of overseas courses
- better contact with relevant overseas bodies
- more frequent Authority meetings
- more activity to promote Aboriginal interpreting/translating services
- more activity to promote the development of the interpreting/translating profession and its self-regulatory potential.

2. Registration

In canvassing possible new charges, NAATI has given consideration to a proposal to introduce a registration fee, but considers that in view of the extremely limited benefits which could be offered in return for such a fee at the present time, and also in view of the inevitable administrative overheads involved, this is not a realistic option for the present. In the longer term there is no doubt that registration fees could form a major source of income, but a great deal of work remains to be done before the emerging profession reaches the stage where registration could be made compulsory.

It is nevertheless recognised by the Authority that measures for control to be exercised over the practice of the profession need to be implemented as soon as possible. While the current system of accreditation fulfils to a certain extent the obligation of the Authority of establishing and maintaining the standards and conditions which denote professional status, accreditation itself is not yet required in all sectors of the community for the practice of interpreting and translating.

In the absence of legislation relating to the practice of the profession, a registration procedure would, from the Authority's point of view, be difficult to implement. At present, efforts are being made to protect the profession and the public by publicising the advantages of employing only NAATI-accredited persons. It has been recommended that employers, such as the Commonwealth Public Service, employ translators and interpreters who have obtained NAATI Level 2 accreditation or that existing employees obtain accreditation. It is hoped to increase the recommendation to that of Level 3 accreditation, Level 3 being considered by the Authority as the first professional level.

In the absence of legislation an alternative means of exercising stricter control of the profession is being investigated. Consideration is being given to the possibility of devising a certificate of competence to be issued by NAATI as a guarantee of professional competence and continued satisfactory practice for persons already accredited. Research will be undertaken to determine by consultation with interpreter and translator services, professional associations and prospective employers what might ideally be sought in a certificate of competence and whether negotiations could be entered into with NAATI's equivalent accreditation or registration bodies overseas with a view to obtaining reciprocity.

It is considered important by the Authority that any scheme introduced not be discriminatory by being obtainable on purely financial grounds, that is not jeopardise or cast aspersions on the existing forms and levels of accreditation and that it not duplicate a function which NAATI already capably performs.

3. National Language Policy

The Authority noted the publication, in October 1984, of the Commonwealth Senate Standing Committee on Education and the Arts Report entitled A National Language Policy.

NAATI's submission to the Committee was prepared early in 1983 by the Authority.

The new Authority was pleased to note that the inception and role of NAATI, its functions and its responsibilities are well documented and also that a significant number of the Authority's recommendations have been upheld. The Authority looks forward to preparing a response to the Report early in 1985.

4. Other Issues

The Authority has resolved to write to the Human Rights Commission endorsing the view that the use of an interpreter in court by a non-English speaker should be seen as a basic human right.

The Authority has resolved to write to the Public Service Board concerning the tendency of some Commonwealth Departments to utilise the bilingual skills of their staff without an adequate assessment of the language competence of those involved.

The Authority has received a communication from the Official Court Interpreters and Translators Association (OCITA) and the N.S.W. Ethnic Affairs Commission regarding a request for recognition with status at Level 3 for all registered Court Interpreters and Translators.

The Authority considers that instruction in the use of interpreters should be incorporated into training courses for professionals, particularly in the areas of law, medicine and social welfare, and is considering approaches to be made to the relevant institutions and professional bodies.

5. Consultations

Consultation with the profession, with employers of interpreters and translators, with educational institutions and authorities and with government representatives, play an important part in virtually every aspect of the Authority's work.

The new Authority has continued to maintain a flow of information between itself and all individuals and organisations with an interest in interpreting and translating, whether by personal contact or by correspondence.

A list of the major consultations involving the Chairman during the period July 1983-December 1984 is given at Appendix VII. This list does not include the many contacts made by other representatives of the Authority and by the SAPTI, or those consultations which have been carried out by correspondence.

APPENDIX I
MEMBERSHIP OF STATE/TERRITORY PANELS
(As at 31 December, 1984)

New South Wales

Professor R.Y. Ebied (Chairperson)
Mr. L. Goodstone
Mrs. T. Chesher
Mrs. A. Chow
Mr. L. Ginori
Mrs. B. McGilvray
Mr. P. Sardelic
Mr. J. Tambakeras
Dr. J. Devitt
Mr. T. Dowding
Dr. P. Hill
Mr. F. Trinh
Mr. S. Campisi

Victoria

Ms. A. Fratta (Chairperson)
Mrs. L. Kempner
Ms. K. Whorlow
Ms. P. Guthrie
Ms. L. Rodopoulos
Mr. R. Hamilton
Mr. B. Filipovich
Mr. A. Gentile
Ms. E. Sims
Mrs. M. Bisas
Ms. A. Rodriguez-Orona
Mr. G. Papadopoulos
Mr. J. Flynn

Mr. P. Negropontis also served for a period on the SAPTI

South Australia

Mr. R. Rubichi (Chairperson)
Ms. J. Blewett
Dr. P. Tuffin
Professor B. Coghlan
Dr. G. Smolicz
Ms. A. Marovich
Mr. J. Isfahani
Ms. A. Radford
Mr. L. Timpano
Mr. Le Van Hieu
Mr. N. Jovanovic

Mrs. J. Belcher also served for a period on the SAPTI

Western Australia

Professor B.S. Goh (Chairperson)
Mr. P. Bogdanich
Mr. R. Chelliah
Mr. W. Frick
Mr. L. Gatica
Mrs. J. Jenkins
Mr. A. Lutero
Dr. I. Malcolm
Mr. R. Myatt
Mr. C. Pierluigi
Mr. L. Roberts-Smith
Mr. C. Stransky

Mrs. S. Browne, Mr. F. Johnson, Mr. G. Kane and Dr. H. Pearson also served for a period on the SAPTI.

Queensland

Dr. M. Brandle (Chairperson)
Mr. P. Davidson
Professor B. Christa
Mr. A. Jurth
Dr. C. Castan
Mr. R. Downey
Mr. N. Dobrovolsky
Professor C. Mackerras
Mr. T. Ellis
Mr. A. Hiller
Mr. G. Pridannikoff
Mrs. Y. Sedgman
Mr. A. Turkay

Tasmania

Professor H. Tisch (Chairperson)
Dr. A. Pittas
Mr. E. Hayes
Dr. A. Komzak
Mr. H. Rowe
Mrs. E. Liew
Dr. M. Scott
Mrs. D. Port

Northern Territory

Dr. K.C. Lee (Chairperson)
Mr. L. Liveris
Mrs. R. Turnbull
Ms. R. Ruzic
Ms. P. Johnston
Mr. E.Y. Roberts
Mr. V. Phelan

Australian Capital Territory

Ms L. Honan (Chairperson)

Mr. K. Hermes

Ms. P. Harris

Mr. G. Savaris

Dr. M. Sawer

Mrs. V. Taylor-Bouladon

Ms. K. O'Sullivan

Mr. R. Ireland

Mr. C. Kiriloff also served for a period on the SAPTI.

APPENDIX II

AUSTRALIAN CAPITAL TERRITORY
COMPANIES ACT 1981

MEMORANDUM

and

ARTICLES OF ASSOCIATION

of

NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS Ltd.

A Company Limited by Guarantee

Australian Government
Solicitor,
CANBERRA. A.C.T. 2600

Companies Act 1981
A Company Limited by Guarantee

MEMORANDUM OF ASSOCIATION

of

NATIONAL ACCREDITATION AUTHORITY FOR TRANSLATORS
AND INTERPRETERS Ltd.

Name

1. The name of the Company shall be National Accreditation Authority for Translators and Interpreters Ltd. (hereinafter called "the Authority").

Objects

2. The objects for which the Authority is established are:

- 2.1 to provide and maintain standards for translators and interpreters and to promote, encourage and develop competence and skill in translating and interpreting from one language into another, especially where one of those languages is the English language and to that end the Authority shall:
 - (a) succeed to and assume the role performed since September 1977 by the Committee, known hitherto by the same name as the Authority, and constituted as responsible to the Commonwealth Minister for Immigration and Ethnic Affairs and;
 - (b) maintain the standards of competence set out in the booklet published for the Committee and entitled "Levels of Accreditation for Translators and Interpreters" as those standards are adjusted on review;
 - (c) keep those standards under review and adjust them as necessary so that they remain appropriate to Australian circumstances;
 - (d) establish and maintain a register of translators and interpreters which indicates the level at which a person is accredited by the Authority;

- (e) enter in the register according to the level at which a person was accredited or recognised by the Committee the name and relevant particulars of each person whose name was prior to the incorporation of the Authority entered in the register maintained by the Committee;
- (f) determine the level of accreditation of a translator or interpreter and create a new entry in the register or add to or amend an existing one accordingly;
- (g) adopt existing policies and procedures established by the Committee; and
- (h) introduce other policies and procedures and for that purpose discontinue or amend the existing courses, policies and procedures, whether adopted or introduced by the Authority.

2.2 provide, equip and conduct research facilities designed to assist in the pursuit of excellence in translating and interpreting.

2.3 conduct, commission or join in research designed to assist in the pursuit of excellence in translating and interpreting.

2.4 develop and disseminate, and encourage the development and dissemination of, translating and interpreting.

2.5 encourage and assist translators and interpreters in the pursuit of improvements and excellence of their skills in that respect by travel whether within Australia or overseas for the purpose of seeking training and experience.

2.6 establish, administer and seek donations to a fund or funds to be used to promote excellence among residents of Australia in relation to translating and interpreting.

2.7 act as trustee of any fund or to administer any foundation established to promote excellence or achievement in translating or interpreting.

2.8 pursue any object of the Authority in association with any educational institution or organization.

Powers

3. The Authority shall have the following powers:

- (a) To admit to membership of the Authority persons and corporations upon such terms and with such privileges as may (subject to the Articles of Association) be determined by the Authority from time to time;
- (b) To set, conduct and mark appropriate tests to assess the skills of persons seeking accreditation by the Authority;
- (c) To recognise as courses qualifying graduates for accreditation by the Authority those courses of training already assessed and approved by the Committee, under the terms and conditions determined by the Committee;
- (d) To advise on the development of further suitable courses of training for translators and interpreters, and assess, and, where appropriate, approve them as courses qualifying graduates for accreditation by the Authority;
- (e) To examine and assess the qualifications of translators and interpreters trained overseas who apply for accreditation on the basis of such qualifications and, where appropriate, grant accreditation on this basis;
- (f) To establish State Territory and other regional bodies for the purpose of obtaining advice and assistance;
- (g) To subscribe to, participate in, co-operate or enter into any arrangement with, any company, institution, society or organization, whether incorporated or not, whose objects are altogether or in part similar to those of the Authority;

Provided that the Authority shall not subscribe to or participate in or support with its funds any company, institution, society or organization which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the

Authority under or by virtue of clause 4 of this Memorandum;

- (h) To engage, or arrange for, persons or bodies to undertake activities in Australia or elsewhere, directed to or associated with the promotion or pursuit of translating and interpreting or the achievement of other objects of the Authority on such terms and for such consideration, including sharing of expenditure and proceeds, as the Authority deems appropriate;
- (i) In any manner and by any means to solicit from members of the public and from individuals donations, gifts and bequests to the Authority or to any other institution of money, facilities, equipment or other property, real or personal, for the purpose of furthering the objects of the Authority.
- (j) To purchase, take or lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real or personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Authority;

Provided that in case the Authority shall take or hold any property which may be subject to any trusts the Authority shall only deal with the same in such manner as is allowed by law having regard to such trusts;

- (k) To act as an agent or otherwise for and on behalf of any Government or authority, Federal Territory or State, for the purpose of furthering or giving effect to the objects of the Authority;
- (l) To enter and assist in the carrying out of, any arrangements with any Government or authority, supreme, municipal, local or otherwise, that may seem conducive to the Authority's objects or any of them, and to obtain from any such Government or authority any rights, privileges and concessions which the Authority may think

it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;

- (m) To appoint, employ, engage, dismiss or suspend persons as may be necessary or convenient for the purposes of the Authority;
- (n) To establish and support or aid in the establishment and support of associations, institutions, funds, trusts and conveniences calculated to benefit employees or past employees of the Authority or the dependants or connections of any such persons; and to grant pensions and allowances; and to make payment towards insurance;
- (o) To donate, subscribe or guarantee money for charitable or benevolent objects, or for any public, general or useful object;
- (p) To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Authority's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working management, carrying out, alteration or control thereof;
- (q) To invest and deal with the money of the Authority not immediately required in such manner as may from time to time be thought fit;
- (r) To borrow or raise or secure the payment of money in such manner as the Authority may think fit and to secure the same or the repayment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Authority in any way and in particular by the issue of debentures perpetual or otherwise charged upon all or any of the Authority's property (both present and future) and to purchase, redeem or pay off any such securities;

- (s) To make, draw, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable instruments;
- (t) In furtherance of the objects of the Authority to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Authority;
- (u) To take or hold mortgages, liens and charges to secure payment of the purchase price or any unpaid balance of the purchase price, of any part of the Authority's property of whatsoever kind sold by the Authority, or any money due to the Authority from purchasers and others;
- (v) To print and publish any newspapers, periodicals, books, catalogues or leaflets that the Authority may think desirable for the promotion of its objects;
- (w) To hire out equipment for the achievement of objects or for disposal when not required;
- (x) To operate and provide computer facilities and services;
- (y) In furtherance of the objects of the Authority to transfer any property, assets, liabilities and engagements of the Authority to any one or more of the companies, institutions, societies or associations to which the Authority is authorised to subscribe or otherwise associate with under paragraph (g) of this clause;
- (z) In furtherance of the objects of the Authority to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the companies, institutions, societies or associations to which the Authority is authorised to subscribe or otherwise associate with under paragraph (g) of this clause;

- (aa) To charge fees for the assessment of applications for accreditation and for other services provided by the Authority.
- (ab) To carry out all or any of the objects of the Authority and to do all or any of the above things in any part of the world and either as principal, agent, contractor or trustee or otherwise, and either alone or in conjunction with others; and
- (ac) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Authority.

Application of Income and Property

4. The income and property of the Authority, whencesoever derived, shall be applied solely towards the promotion of the objects of the Authority as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise, to the members of the Authority.

Provided that nothing herein contained shall prevent the payment, in good faith, of reasonable and proper remuneration to any officer or servant of the Authority, or to any member of the Authority, in return for any services actually rendered to the Authority, nor prevent the payment of interest at a rate not exceeding interest at the rate for the time being charged by bankers in Canberra for overdrawn accounts on money lent, or reasonable and proper rent for premises demised or let, by any member of the Authority; but so that no director shall continue to be a director upon being appointed Executive Director and that no remuneration or other benefit in money or money's worth shall be given by the Authority to any director except payment of an attendance fee for meetings of the Board or of a committee of the Board, repayment of out-of-pocket expenses, and interest at the rate aforesaid on money lent or reasonable and proper rent for premises demised or let to the Authority.

Provided that the provision last aforesaid shall not apply to any payment to any company of which a member of the Board may be a member and in which such member shall not hold more than one-hundredth part of the capital, and such member shall not be bound to account for any share of profits he may receive in respect of such payment.

Liability

5. The liability of the members is limited.

6. Every member of the Authority undertakes to contribute to the assets of the Authority, in the event of the same being wound up while he is a member, or within one year after he ceases to be a member for payment of the debts and liabilities of the Authority contracted before he ceases to be a member, and of the costs, charges, and expenses of winding up and for the adjustment of the rights of the contributories among themselves, such amounts as may be required, not exceeding ten dollars (\$10).

Winding Up

7. If upon the winding up or dissolution of the Authority there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Authority, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Authority, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Authority under or by virtue of clause 4 hereof, such institution or institutions to be determined by the members of the Authority at or before the time of dissolution, and if and so far as effect cannot be given to the aforesaid provision, then to some charitable object.

Accounts

8. True accounts shall be kept of the sums of money received and expended by the Authority, and the manner in respect of which such receipts and expenditure take place, and of the property, credits, and liabilities of the Authority, and, subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with the regulations of the Authority for the time being in force, shall be open to the inspection of the members. Once at least in every year, the accounts of the Authority shall be examined and reported upon by one or more properly qualified auditor or auditors.

Annual Report

9. The Authority shall submit to the Commonwealth Minister and through him to the State Minister, as each is defined in the Articles of Association, an annual report on the activities of the Authority, including audited accounts, covering each financial year. This report shall be submitted on or before 1 February of the year following the financial year covered by the report.

Subscribers

10. The names, addresses and occupations of the subscribers are as follows:-

Full Name	Address	Occupation
Ian Keith <u>LINDENMAYER</u>	42 Mileham St MACGREGOR ACT 2615	Public Servant
James Emery <u>MOORE</u>	99 Stables St KINGSGROVE NSW 2208	Public Servant
Hugh Robert Hamilton <u>DOWNEY</u>	120 Main St KANGAROO POINT QLD 4169	Public Servant
Bruno <u>KRUMINS</u>	107 Devereux Rd BEAUMONT SA 5066	Chairman South Australian Ethnic Affairs Commission
Karle Lebrun <u>UNDERWOOD</u>	5 Wentworth St BELLERIVE TAS 7018	Public Servant
Kurt John <u>AMMERER</u>	5 Barr St. DIANELLA WA 6062	Public Servant

WE, the several persons whose signatures are subscribed hereunder are desirous of being formed into a company in pursuance of the Memorandum of Association.

Dated this

day of

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Signatures of Subscribers

Witness to signature
and address of witness

Frank Hindenbrug

Peter Rodger
Dept. Foreign Affairs
Canberra.

J. Moore
(Trustee for N. S. W.)

A. Shahey. Sept of
Immigration Comm
affairs.

Boerner

John D. Clark
DEPT. OF IMMIGRATION
AND ETHNIC AFFAIRS
Brisbane

B. Klumpp

 DIRECTORATE
OF IMMIGRATION
& ETHNIC AFFAIRS
ADELAIDE

1960

John Moore

J. H. Ringerich
MUNICIPALITY & ETHNIC
AFFAIRS OFFICE
PEORIA

COMPANIES ACT 1981

COMPANY LIMITED BY GUARANTEE

ARTICLES OF ASSOCIATION

OF

NATIONAL ACCREDITATION AUTHORITY for

TRANSLATORS and INTERPRETERS Ltd

Companies Act 1981

A Company Limited by Guarantee

ARTICLES OF ASSOCIATION

OF

NATIONAL ACCREDITATION AUTHORITY for
TRANSLATORS and INTERPRETERS LtdPreliminary

1. (1) In these Articles where not inconsistent with the subject or context,
 - (a) "in writing" and "written" include any means of representing or reproducing words in a visible form;
 - (b) "Authority" or "the Authority" means the Company registered as the "National Accreditation Authority for Translators and Interpreters Ltd." of which these are the Articles of Association;
 - (c) "month" means calendar month;
 - (d) "person" includes a body corporate;
 - (e) "the Articles" means the Articles of Association for the time being of the Authority and "Article" means the relevant provision of these Articles;
 - (f) "the Board" means the Board of Directors of the Authority for the establishment of which Article 29 provides;
 - (g) "the Chairman" means the Chairman of the Authority appointed pursuant to Article 34 and "the Deputy Chairman" means the Deputy Chairman of the Authority appointed pursuant to that Article;
 - (h) "the Act" means the Companies Act 1981 of the Australian Capital Territory and includes any statutory modification or re enactment thereof;
 - (i) "the Seal" means the Common Seal of the Authority or where appropriate the official seal for use in a place outside the Australian Capital Territory

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where the affixing of the Seal is required to be done;

- (j) "the Secretary" includes any person for the time being with the approval of the directors acting as Secretary or performing the duties of that office;
- (k) "State" includes the Northern Territory of Australia;
- (l) "the singular" includes the plural and vice versa; and
- (m) words importing any gender include every gender.

(2) The reference to "the Commonwealth Minister" and to the "State Minister" in any of the Articles is a reference,

- (a) in the case of the Commonwealth Minister, the Minister responsible for the administration of that Department of State of the Commonwealth primarily concerned with immigration to Australia and includes any Minister or member of the Executive Council of the Commonwealth of Australia for the time being acting for and on behalf of that Minister but if in the event there is no longer any such Minister the reference shall be deemed to be a reference to such Minister as is specified in writing by the Prime Minister including any Minister or member of the Executive Council of the Commonwealth of Australia for the time being acting for and on behalf of the Minister so specified; and
- (b) in the case of the State Minister, to the Minister responsible for the administration of that Department primarily concerned with Ethnic Affairs and includes any Minister or member of the Executive Council of that State for the time being acting for and on behalf of that Minister but if in the event there is no longer any such Minister the reference shall be deemed to be a reference to such Minister as is specified in writing by the Premier or Chief Minister of that State including any Minister or member of the Executive Council of that State for the time being acting for and on behalf of the Minister so specified.

Membership of the Authority

2. The maximum number of members with which the Authority proposes to register is eight (8).

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3. The subscribers of the Memorandum of Association and, if those of the subscribers who continue to be members are less in number than the maximum number of members, such other persons as the Authority in general meeting may from time to time admit to membership in accordance with Article 4 hereof shall be members of the Authority.

4. The Authority in general meeting may from time to time appoint as members of the Authority persons who have been nominated by a member of the Authority and approved by the Authority.

5. The appointment of a person as a member pursuant to Article 4 shall be effective upon that person delivering to the Authority a written consent to being a member and an undertaking to be bound by the Memorandum and these Articles. The document containing the consent and undertaking shall be delivered to the Authority within 14 days after the appointment of the person as a member of the Authority.

6. No member shall be required to pay any fees to the Authority in connection with his membership.

7. A person shall cease to be a member of the Authority if he dies or becomes bankrupt or resigns his membership by written notice to the Authority.

8. The first Annual General Meeting of the Authority shall be held at such time, not less than one (1) month or more than three (3) months after the incorporation of the Authority and at such place as the members may determine. Subsequent Annual General Meetings shall be held in accordance with the provisions of the Act. All General Meetings other than the Annual General Meeting shall be called Extraordinary General Meetings.

9. The Board may whenever it thinks fit convene an Extraordinary General Meeting and shall do so upon a requisition of the number of members referred to in sub-section 241(1) of the Act.

10. Subject to the provisions of the Act relating to special resolutions, fourteen (14) days notice at the least (exclusive of the day on which the notice is served or deemed to be served, but inclusive of the day for which notice is given), specifying the place, the day and the hour of meeting and, in case of special business, the general nature of that business, shall be given in manner hereinafter mentioned, or in such other manner, if any, as may be prescribed by the Authority in General Meeting to all members of the Authority; but subject to the Act a meeting may be convened by such shorter notice and in such manner as the members may think fit. The accidental omission to give notice of a meeting to,

- 4 -

or the non-receipt of notice of a meeting by any member shall not invalidate the proceedings at that meeting.

11. All business shall be special which is transacted at an Extraordinary General Meeting. Any business transacted at an Annual General Meeting other than consideration of the Accounts, balance sheets and reports of the Board and of the Auditor shall also be deemed special business.

Proceedings at General Meetings

12. (1) No business shall be transacted at any General Meeting unless a quorum of members is present when the meeting proceeds to business.

(2) Three members present personally or by proxy or in the case of a body corporate or body politic by representative or by proxy shall be a quorum for a General Meeting.

(3) Each Director for the time being of the Company shall be entitled to attend and to speak at all General Meetings but shall not, unless he is also a member, be entitled to vote.

13. If within half an hour from the time appointed for a General Meeting a quorum is not present the meeting if convened upon the requisition of members shall be dissolved; in any other case it shall stand adjourned to the same day in the next week at the same time and place or to such other day and at such other time and place or to such other day and at such other time and place as the members present may appoint and if at the adjourned meeting a quorum is not present within fifteen (15) minutes from the time appointed for the meeting, the members present shall be a quorum.

14. The members present shall choose one of their number to be chairman.

15. (1) At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is before or on the declaration of the result of the show of hands demanded:-

(a) by the chairman of the meeting; or

(b) by at least three members present in person or by proxy or in the case of a body corporate or body politic by representative or by proxy.

(2) Unless a poll is so demanded a declaration by the chairman of the meeting that a resolution has on a show of hands been:-

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- (a) carried;
- (b) carried unanimously;
- (c) carried by a particular majority; or
- (d) lost,

and an entry to that effect in the book containing the minutes of the proceedings shall be conclusive evidence of that fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.

(3) A demand for a poll may be withdrawn.

16.(1) If a poll is duly demanded it shall be taken at such time and in such manner as the chairman directs and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded provided that a poll demanded on the election of the chairman or on a question of adjournment shall be taken forthwith.

(2) Subject to sub-clause (1) the demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll has been demanded.

17.(1) With the consent of a meeting at which a quorum is present the chairman of that meeting may and shall if so directed by the meeting adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

(2) If a meeting is adjourned for more than thirty (30) days, notice of the adjourned meeting shall be given as if it were the original meeting but otherwise it shall not be necessary to give any notice relating to an adjourned meeting.

Votes of Members

18. A member may vote in person or by proxy or in the case of a body corporate or body politic by its representative or proxy; and on both a show of hands and a poll every member so voting shall have one vote.

19. In the case of an equality of votes whether on a show of hands or on a poll the chairman of the meeting shall be entitled to a second or casting vote.

20. A member who is of unsound mind or whose person or estate is liable to be dealt with in any way under the laws relating to mental health may vote (whether on a show of hands or on a poll) by his Committee or trustee or by such other

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person as properly has the management of his estate. Any such Committee, trustee or person may vote by proxy.

21.(1) Every instrument appointing a proxy whether for a specified meeting or otherwise shall be duly executed and shall as nearly as circumstances admit be in the following form or in such other form as the Board may from time to time prescribe or accept.

NATIONAL ACCREDITATION AUTHORITY for
TRANSLATORS and INTERPRETERS Ltd

Appointment of Proxy of Member

Name of Member

..... of
 (Name of Proxy) (address of Proxy)
 is hereby appointed as the proxy for the abovementioned member
 of the National Accreditation Authority for Translators and
 Interpreters Ltd. on behalf of that member at the
 Annual/Extraordinary General Meeting of the Authority to be
 held on

19 and at any adjournment thereof
 in the manner indicated below or in the absence of indication
 as he thinks fit.

Resolution No.	: For/Against*
Resolution No.	: For/Against*

Dated this day of 19

✓ Signature of Member:

✓ Common Seal of the Member and
 signatures of attestation

✓ Signature of the Member's
 duly authorised Attorney

✓ Signature and Address of
 Witness:

(* This form is invalid in relation to a Resolution
 (if one of these alternatives in respect of that
 (Resolution is not deleted.
 (Delete forms of signature that are not appropriate.

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(2) A representative of a body corporate shall be appointed by instrument in writing bearing the common seal of the body corporate and a representative of a body politic by instrument in writing signed by a person duly authorised in that behalf.

22. A proxy must be a member.

23. The appointment of a proxy shall be deemed to confer authority to demand or join in demanding a poll.

24. The instrument appointing a proxy and the power of attorney or other authority, if any, under which it is signed or a notarially certified copy of that power or authority shall be deposited at the registered office or at such other place as is specified for that purpose in the notice convening the meeting, not less than forty-eight hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote, or in the case of a poll, not less than twenty-four hours before the time appointed for the taking of the poll, and in default the instrument of proxy shall be treated as invalid unless all members present personally at the meeting consent to waive this requirement.

25. A vote given in accordance with the terms of an instrument appointing a proxy or representative shall be valid notwithstanding:-

- (a) the previous death or unsoundness of mind of the appointor; or
- (b) the revocation of the instrument or authority under which the appointment was made.

if no intimation in writing of such death, unsoundness of mind or revocation has been received by the Authority at the registered office or at such other place as is specified in the notice referred to in Article 24 before the commencement of the meeting or adjourned meeting at which the appointment is relied upon.

Power of Attorney

26. Any person (whether a member or not) who holds a power of attorney from a member to act generally in the affairs of such member or holds a special power of attorney to act and vote for such member at meetings or at any particular meeting of the Authority shall, until formal written notice of revocation of such power of attorney shall have been given to the Authority, be considered to have and may exercise the same rights, powers and privileges as such member would have and be entitled to exercise if he were personally present.

Resolutions - Special Provisions

27. Subject to the provisions of the Act, a resolution (other than a special resolution) in writing signed by or on behalf of a majority of members shall be as valid and effectual as if it had been passed at a meeting of members duly called and constituted. Members entitled to vote may sign separate copies of the resolution circulated for that purpose.

Attendance of Non-Members at General Meetings

28. For the purpose of securing the widest participation in the activities of the Authority and the carrying out of the objects the members present may from time to time by resolution in that behalf invite representatives of any association, organisation, university or branch thereof, department of government Commonwealth, State, Territorial or Municipal or any group to attend any General Meeting of the Authority with the right to such persons to participate in discussions but without the right to vote.

Directors and Management of the Authority

29. (1) The Authority and the operations, affairs and the property thereof shall be under the direction of a Board of Directors, the maximum number of which shall be fifteen (15).

(2) There shall be a Chairman and a Deputy Chairman of the Board of Directors, appointed in accordance with the provisions of Article 34 from among the Directors.

(3) The Commonwealth, through the Commonwealth Minister, may appoint eight (8) directors.

(4) The Governments of the States of Australia, through the respective State Minister of each State may each appoint a director.

(5) Where a vacancy occurs in the office of a director referred to in paragraphs (3) or (4) the relevant power of appointment may, subject to Articles 30 and 35, be exercised to fill the vacancy by the donee for the time being of that power.

30 Notwithstanding anything to the contrary in the Articles, no person shall be appointed as, or continue to hold the office of:

- . (a) a director, including a director appointed under Article 33; or

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(b) a Chairman, or Deputy Chairman, of the Board

unless

(c) at the time of that appointment the appointor of that person has paid; and

(d) whilst the appointee continues to hold office the appointor of that person pays as it falls due

to the Authority any amount then payable under any agreement between Ministers relating to payments to be made to the Authority.

31(1) An appointment of a director shall be in writing signed by or on behalf of the appointor.

(2) Subject to Articles 33, 35 and 38 a director referred to in paragraphs (3) and (4) of Article 29 shall hold office for a period of three years.

32. In the event of any vacancy or vacancies occurring among the directors, the continuing directors may act notwithstanding such vacancy or vacancies but so that the directors shall not act so long as their number is below eight (8).

33. Any casual vacancy occurring in the office of director may be filled by the appointment, in accordance with Article 29, of another person to hold that office for the unexpired portion of the period for which the director was appointed.

34. The first and any subsequent Chairman of the Board and the first and any subsequent Deputy Chairman of the Board shall be appointed in writing from among the directors by the Commonwealth Minister for a period of three (3) years but so that -

(a) the appointment shall terminate automatically upon the appointee ceasing to be a director; and

(b) the appointment may be terminated by the Commonwealth Minister at any time.

35. Any casual vacancy occurring in the office of Chairman of the Board or in the office of Deputy Chairman of the Board may be filled by the appointment in writing by the Commonwealth Minister of another director to hold that office -

(a) for the part of the unexpired period; and

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(b) subject to the limitations on the term for which Article 34 provides.

36. A director need not be a member of the Authority.

37. Any director may be re-appointed and any director who is the Chairman or the Deputy Chairman may be re-appointed to that office if so re-appointed as a director.

38. The office of a director shall become vacant if the Director:

- (a) ceases to be a director by virtue of the Act;
- (b) becomes bankrupt or makes any arrangement or compromise with his creditors generally;
- (c) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the laws relating to mental health;
- (d) is prohibited from becoming or continuing to be a director of a company by reason of any order made under the Act or of a law of a State;
- (e) resigns his office by notice in writing to the Authority;
- (f) is absent from three consecutive meetings of the Board without leave of the Board;
- (g) receives any payment, remuneration or other benefit contrary to Clause 4 of the Memorandum of Association;
- (h) is directly or indirectly interested in any contract or proposed contract with the company and fails to declare the nature of his interest in manner required by Article 45; or
- (i) is required in writing to resign by the donee for the time being of the relevant power of appointment.

Remuneration and Allowances of Directors

39. The Directors may be paid an attendance fee for attendance at a meeting of the Directors or a Committee of the Directors and may also be reimbursed all travelling, hotel, and other expenses properly incurred by them in attending and returning from meetings of the directors or any committee of the directors or general meetings of the company or in connection with the business of the company.

Powers and Duties of the Board

40. The business and affairs of the Authority shall be managed by the Board who may pay all expenses incurred in promoting, incorporating and registering the Authority, and may exercise all such powers of the Authority as are not, by the Act or by the Articles, required to be exercised by the Authority in general meeting, subject, nevertheless, to the Articles, to the provisions of the Act, and to such regulations, being not inconsistent with the Articles or the aforesaid provisions, as may be prescribed by the Authority in general meeting; but no regulation made by the Authority in general meeting shall invalidate any prior act of the Board which would have been valid if that regulation had not been made.

41. All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments and all receipts for moneys paid to the Authority, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by any two members of the Board or in such other manner as the Board may from time to time determine.

42. The Board shall cause minutes to be made:-

- (a) of all appointments of officers;
- (b) of the names of those present at all meetings of the Authority and of the Board; and
- (c) of all proceedings at all meetings of the Authority and of the Board.

Such minutes shall be signed by the chairman of the meeting at which the proceedings were held or by the chairman of the next succeeding meeting.

Proceedings of the Board

43. The Board may meet together for the despatch of business, adjourn and otherwise regulate their meetings as they think fit. Any member of the Board may at any time and the Secretary shall on the requisition of a member of the Board summon a meeting of the Board.

44. Subject to the Articles questions arising at any meeting of the Board shall be decided by a majority of votes and a determination by a majority of the votes cast shall for all purposes be deemed a determination of the Board. In case of an equality of votes the chairman of the meeting shall have a second or casting vote.

45.(1) No contract or arrangement entered into by or on behalf of the Authority in which any director shall be in any

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way interested shall be avoided, nor shall any director so contracting or being so interested be liable to account to the Authority for any profit realised by any such contract or arrangement by reason of such director holding that office or of the fiduciary relationship thereby established by it provided that the nature of his interest must be disclosed by him at the meeting of directors at which the question of the Authority entering into the contract or arrangement is determined if his interest then exists or in any other case at the first meeting of the directors after the acquisition of his interest.

(2) A general notice that a director is a member of a specified company or firm or is a director of a specified company and is to be regarded as interested in any contract or arrangement which may after the date of the notice be made with that company or firm shall be deemed to be a sufficient declaration of interest in relation to any contract or arrangement so made.

(3) A director may vote in respect of any contract or proposed contract with the Authority in which he is interested, or any matter arising thereout, and his vote shall be counted accordingly provided that the director shall notify the Authority at such meeting that he is so interested and of the nature of his interest.

(4) Any of the provisions of this Article may be suspended or relaxed to any extent by a General Meeting.

(5) The fact that an interested director affixes the Authority seal or any official seal of the Authority to the document evidencing a contract or arrangement in which he is interested shall not in any way affect the validity of the document.

46. The quorum necessary for the transaction of the business of the Board shall be three (3) or such greater number as may from time to time be fixed by the Board.

47. The Chairman, or in his absence or if there be no Chairman, the Deputy Chairman shall preside as chairman at every meeting of the Board or if there is no Chairman or Deputy Chairman or if at any meeting neither of them is present within ten minutes after the time appointed for holding the meeting, the directors present may choose one of their number to be chairman of the meeting.

48. The Board may delegate any of its powers to committees (including, if the Board thinks fit, an Executive Committee) consisting of not less than three of their number as they think fit; any committee so formed shall in the

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exercise of the powers so delegated conform to any regulations that may be imposed on it by the Board.

49. A committee may elect a chairman of its meetings; if no such chairman is elected, or if at any meeting the chairman is not present within ten minutes after the time appointed for holding the meeting, the directors present may choose one of their number to be chairman of the meeting.

50. A committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the directors present, and in the case of an equality of votes, the chairman shall have a second or casting vote.

51. All acts done by any meeting of the Board or of a committee or by any person acting as a director shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such director or person acting as aforesaid, or that any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Board.

52. A resolution in writing signed by all the members of the Board for the time being present in Australia shall be as valid and effectual as if it had been passed at a meeting of the Board duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more of those members.

Secretary

53. The Secretary shall in accordance with the Act be appointed by the Board for such term, at such remuneration and upon such conditions as they think fit; and any Secretary so appointed may be removed by the Board in accordance with the terms of his contract of employment.

Seal

54. The Board shall provide for the safe custody of the Seal which shall only be used by the authority of the Board or of a committee of the Board authorised by the Board in that behalf, and every instrument to which the Seal is affixed shall be signed by a director and shall be countersigned by the Secretary or by a second director or by some other person appointed by the Board for the purpose.

Local Management

55. The Board may at any time and from time to time by power of Attorney under the Seal appoint any person or persons to be the attorney or attorneys of the Authority for such purposes and with such powers, authorities and discretions (not exceeding those vested in or exercisable by the Board

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under the Articles) and for such period and subject to such conditions as the Board may from time to time think fit. Any such power of attorney may contain such provisions for the protection or convenience of persons dealing with such attorney or attorneys as the Board may think fit. Any such attorneys may be authorised by the Board to subdelegate all or any of the powers authorities and discretions for the time being vested in them.

56. (1) The Authority may have for use in any place outside the Australian Capital Territory but within Australia an official seal which shall be a facsimile of the Seal of the Authority but with the addition on its face of the name of the place where it is to be used;

(2) A deed or other instrument to which the official seal is duly affixed shall bind the Authority as if it has been sealed with the Seal of the Authority;

(3) The Authority may by writing under its Seal authorise any person appointed for the purpose to affix the official seal to any deed or other document to which the Authority is to become a party;

(4) The authority of any person authorised under subclause (3) shall as between the Authority and any person dealing with that authorised person continue during the period if any mentioned in the instrument conferring the authority or if no period is therein mentioned then until notice of revocation or determination of the authority of that authorised person has been given to the person dealing with him;

(5) A person affixing any such official seal shall by writing under his hand certify on the deed or other document to which the official seal is affixed the date on which and place at which it is affixed.

Accounts

57. The Board shall cause proper accounting and other records to be kept and shall distribute copies of every profit and loss account and balance-sheet (including every document required by law to be attached thereto) accompanied by a copy of the Auditor's report thereon as required by the Act provided, however, that the Board shall cause to be made out and laid before each Annual General Meeting a balance-sheet and profit and loss account made up to a date not more than six months before the date of the meeting.

Audit

58. The Board shall take all steps as may be necessary to ensure that the Authority complies with Division 3 of

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Part VI of the Act and Clause 8 of the Memorandum of Association.

Notices

59. A notice may be given by the Authority to any member or director either personally or by sending it by post to him at his address appearing in the Register or (if he has no registered address within Australia) the address, if any, within Australia supplied by him to the Board for the giving of notices to him. Where a notice is sent by post service of the notice shall be deemed to be effected by properly addressing, prepaying, and posting a letter containing the notice and to have been effected in the case of a notice of a meeting on the day after the date of its posting, and in any other case at the time at which the letter would be delivered in the ordinary course of post.

60. (1) Notice of every general meeting shall be given in any manner hereinbefore authorised to -

- (a) every member except those members who (having no registered address within Australia) have not supplied to the Authority an address within Australia for the giving of notices to them;
- (b) every director; and
- (c) the auditor or auditors for the time being of the Authority

(2) No other person shall be entitled to receive notices of general meetings.

Winding Up

61. The provisions of Clause 6 and 7 of the Memorandum of Association relating to the winding-up or dissolution of the Authority shall have effect and be observed as if the same were repeated in the Articles.

Indemnity

62. Every director, auditor, secretary and other officer for the time being of the Authority shall be indemnified out of the assets of the Authority against any liability incurred by him in defending any proceedings, whether civil or criminal, in which judgment is given in his favour or in which he is acquitted or in connection with any application under the Act in which relief is granted to him by the Court in respect of any negligence default breach of duty or breach of trust.

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We, the several persons whose signatures are subscribed hereunder being the subscribers to the Memorandum of Association of the NATIONAL ACCREDITATION AUTHORITY for TRANSLATORS and INTERPRETERS Ltd. hereby agree to foregoing Articles of Association.

DATED this

day of

1984

Signatures of Subscribers

Signature and
address of each witness

APPENDIX III

NAATI SUB-COMMITTEES

(As at 31 December, 1984.)

EXECUTIVE COMMITTEE

Dr. P. Martin and normally three other Directors.

ADVISORY SUB-COMMITTEE ON LANGUAGE PANELS AND EXAMINING BOARDS

Miss. A. Fratta
Mr. L. Ginori
Mr. C. Kiriloff (to be co-opted as required)

FINANCE COMMITTEE

Mr. G. Papadopoulos
Mr. J. Flynn
Dr. P. Martin
Mr. J. Wikstrom

LEVEL 4 SUB-COMMITTEE

Professor J. Tisch
Ms. J. Blewett
Ms. L. Honan
Professor B-S. Goh
Mr. J. Wikstrom

COURSES COMMITTEE

Dr. M. Brandle
Ms. J. Blewett
Mr. L. Ginori

OVERSEAS QUALIFICATIONS COMMITTEE

Dr. P. Martin
Dr. M. Brandle
Ms. L. Honan

APPENDIX IV

i) LEVEL 41. Description

a) Intention

Level 4 is the advanced professional level for specialist translating and interpreting. Interpreters working at this level are expected to be capable of both consecutive and simultaneous interpreting at international commercial, scientific and political meetings and conferences. Translators working at this level are expected to be capable of translation of highly-complex commercial, scientific, legal and political documents. Level 4 interpreters and translators are expected to operate, under supervision, at high levels of proficiency, compatible with general international standards.

b) Language capability

At this level, interpreters are expected to have oral and aural proficiency equivalent to that of a native speaker educated to graduate level. This implies an excellent command of all registers of the target language(s), including specialist terminology.

Translators are expected to have writing and reading proficiency equivalent to that of a native speaker, educated to graduate level. This implies an excellent command of all registers of the target language(s), including specialist terminology.

c) Background and special knowledge

Interpreters working at this level are expected to have a good working knowledge of the general principles involved in specialist areas, at least commercial, medical, legal, political and general scientific.

Translators working at this level are expected to have a good working knowledge of the general principles involved in at least one of the following specialist areas: legal, commercial, medical, scientific/technical or literary.

Those working at this level should be fully aware of the underlying behaviour and working patterns of the cultural groups involved.

2. Requirements for Accreditation

There are three methods of obtaining accreditation at Level 4:

- a) pass in a NAATI test at this level or
- b) pass in a course at this level approved by NAATI or
- c) approval by the Overseas Qualifications Committee of NAATI.

a) Accreditation by Testing

i) Pre-requisites

Candidates must hold a degree - in any subject - from a recognised higher education institution and must normally be accredited at Level 3 in the appropriate skill. The requirement for a degree may be waived for those who, in the judgement of the Authority, can demonstrate equivalent professional knowledge and experience.

Candidates are required to provide an employers' certificate as proof that they have been practising regularly at Level 3 or above for a minimum of two years. Those practitioners who are self-employed will be required to provide a statutory declaration.

b) Pass in a NAATI-approved Course

Candidates must provide a copy of their certificate from the institution concerned, as evidence of their successful completion of the course.

c) Accreditation by Overseas Qualifications

Candidates must provide documentary evidence as required by the Overseas Qualifications Committee.

ii) LEVEL 4 TEST FORMAT1. Accreditation

Level 4 accreditation is always one-way, reflecting common professional practice at that level. Candidates seeking two-way accreditation are required to sit for a separate test in each direction. The same applies to each additional language. One language must always be English.

2. Pre-requisites

Candidates must hold a degree - in any subject - from a recognised higher education institution and must normally be accredited at Level 3 in the appropriate skill. The requirement for a degree may be waived for those who, in the judgement of the Authority, can demonstrate equivalent professional knowledge and experience.

Candidates are required to provide an employers' certificate as proof that they have been practising regularly at Level 3 or above for a minimum of two years. Those practitioners who are self-employed, who will be required to provide a statutory declaration.

3. Translating Test

i) Number and length of passages

Candidates will be given two texts each containing a passage of 400 words to be translated. The texts will cover any one of the following five specialist areas:- legal, commercial, medical, scientific/ technical, or literary. Candidates must specify their chosen field of specialisation when they apply for the test. No choice of passage is allowed, but candidates will be given a brief description of the subject matter two weeks before the test.

ii) Timetable

The Level 4 translating test will last for a total of five-and-a-half hours, as follows:

9.15	-	9.30 am	Reading time, Paper 1.
9.30	-	12.00	Paper one
12.00	-	1.00 pm	Break
1.00	-	1.15	Reading time, Paper 2.
1.15	-	3.45	Paper 2.

iii) Reference material and aids

Candidates are allowed to use dictionaries and all types of reference materials, such as encyclopaedias, handbooks, technical and scientific journals, terminology lists and private notes. Consultation with other candidates is not permitted.

iv) Translation standard

The finished translation must be accurate as to content, with no margin for error. It must read fluently, and should accurately reflect the register, tone and style of the original.

The finished translation is expected to be a fair copy and clearly legible. It must be capable of being typeset with only minimal editing. Typewriters and/ or word processors will not be provided; candidates may, however, bring their own. Candidates should specify on the application form whether or not they intend to do so.

4. Interpreting Test

i) Number and length of speeches

Candidates are required to interpret three speeches, two simultaneous (one seen, one unseen) and one consecutive, of about 2000 words each. The two simultaneous speeches will be done from tape in a booth; the consecutive live. Both simultaneous and consecutive will be recorded for assessment.

ii) Timetable

The level 4 interpreting test will occupy at least half a day as follows:

- Simultaneous

1. Seen speech - scientific/medical

Reading time	20 minutes
Interpreting time	20 minutes
Rest	at least 30 minutes

2. Unseen speech - political/diplomatic

Interpreting time	20 minutes
Rest	at least 30 minutes

- Consecutive

1. Trade/Commercial/Legal

Interpreting time	20 minutes
-------------------	------------

iii) Reference materials and aids

Candidates are allowed to use dictionaries and glossaries in preparing for the seen simultaneous passage.

iv) Interpreting standard

Interpretation at this level is expected to be of an extremely high standard. Accordingly, the interpretation should reflect the register, tone, style and content of the source text. It must be fluent, with few stylistic or idiomatic infelicities and no grammatical lapses. The level 4 interpreter can have no accent which interferes with immediate and effective communication.

5. Assessment Panel

i) Interpreting

For the interpreting test, the assessment panel will consist of three people, as follows:

- one native speaker of the source language
- one native speaker of the target language and,
- one SAPTI/NAATTI member.

The native speakers mentioned above shall be accredited at Level 4 or equivalent in interpreting.

ii) Translating

For each area of specialisation, the assessment panel will consist of up to three people as follows:

- two translators, one native speaker of the source language and one native speaker of the target language, accredited at Level 4 or equivalent in translating
- one native speaker of the target language, expert in the subject area.

iii) LEVEL 4 : Course OutlineLevel 4 Courses in Interpreting and Translating.

(To be read in conjunction with the Authority's definitions for Level 4).

1. General Statement of Aims

These courses should be designed to prepare practitioners of interpreting and/or translating capable of operating at the basic professional level for specialist interpreting and translating and of meeting all the requirements and criteria prescribed by NAATTI for Level 4 Interpreters and/or Translators.

1.1 The Level

Level 4 is intended to be the minimum professional level for interpreters and/or translators providing interpreting and translating at and for conferences, both large and small, and/or business, political and scientific requirements.

1.2 The Market

The courses should therefore aim to provide interpreters and translators for clearly defined national, regional and/or international markets, and the language combinations, range of subjects, and specialisation(s) offered should reflect the demands and needs of the markets.

1.3 The Students

Since there will be a need to train only a limited number of specialist interpreters and/or translators, it is expected that the number of students on the courses will be relatively small, but that the training will be of a very high standard. This has repercussions both for the skills of the students at entry, and for the qualifications of the teaching staff.

1.4 Language Combinations

It follows from 1.2 above that the language combinations offered should be such as to meet the needs of the particular target markets and should accordingly be

EITHER A B, B A

OR B,C, A

Course developers should provide substantiated arguments for the particular combination(s) and directions they propose to offer.

1.5 Specialization - Skill(s)

It follows from 1.2 above that the specialization(s) offered should be such as to meet the needs of the particular target market(s) and should accordingly be

- Interpreting and Translating
- OR Interpreting only
- OR Translating only
- OR A choice of specializing in the one or the other.

1.6 Specialization - Subjects

In addition to enabling students to obtain specialist professional competence in interpreting and/or translating in the relevant languages, Level 4 courses should also aim to produce graduates who have the intellectual capacity and multi-disciplinary knowledge necessary for the practice of the profession(s) at their level. Students should therefore be familiar with international professional practice. They should also be provided with a broad understanding of fields such as political, trading, commercial, legal, and scientific practices in the country(ies) concerned, and of meeting procedures in general. Translating students particularly should be encouraged to specialize in 2 of the above areas.

2.

Types of Level 4 Course

It is envisaged that Level 4 courses will be offered in Universities and CAE's, and will be so designed as to fit the specialist PG1 and/or PG2 category as defined by the Australian Council on Awards in Advanced Education (see ACAAE Guidelines paragraphs 19.1; 21 and 22.) The minimum level would therefore be that of a specialist postgraduate diploma.

3.

Prerequisites

- 3.1 Applicants must hold degrees - in any subject - from a recognised tertiary institution.
- 3.2 Since there is no room in Level 4 courses for language acquisition, applicants must be able to demonstrate a mastery of their A language and a detailed knowledge of their B (&C) language(s).
- 3.3 It follows that the entry tests (written and oral) should be so designed as to test the applicants'

Linguistic competence in the A, B (&C) languages.
 Aptitude for Interpreting
 Translation skills (at least B A)
 Knowledge of current affairs

4.

Course Duration

Level 4 PG1 courses offering 1 skill only should extend over at least one F/T year, with a minimum of 660 contact hours; courses offering both skills, over two years, with a minimum of 1100 contact hours.

5. Overseas Experience

It should be mandatory for students, before graduating, to spend a minimum of 4 months working in a related field in the country(ies) of their B (and C) language(s):-

- At the end of the course in the case of 1 year courses
- Between the first and second year of the course in the case of 2 year courses.

6. Course Components

Where both skills are offered, there should be 4 components: where one skill only, 3 components:-

6.1 Theory and Practice of Interpreting

The emphasis here should be firmly on the development of the practical skills of both consecutive and simultaneous interpreting, and of the techniques associated with them - note taking, microphone techniques, booth procedures, et al - the whole within the overall framework of interpreting theory. Students should be exposed as much as practicable to training in practical situations - simulated booths using both live and taped speeches; simulated conference situations, both large and small groups - and should be given all possible opportunities to participate actively in related seminars and workshops, and to observe and/or audit professional interpreters at work. Due emphasis should also be given to the development of the students' oratorical skills, and of their ability to think in their B (&C) language(s). This component should also include documentation, lexicography, textual analysis, summary techniques, and contrastive linguistics if translation is not offered, or if the student chooses to specialize only in interpreting.

6.2 Theory and Practice of Translating

The emphasis here should be on the development of the students' ability to produce accurate and fluent translations over a range of registers and of highly specialized subjects. Translation practice should include both written and sight translations, and both within the overall framework of translation theory. The development of such skills will of necessity entail textual analysis, summary techniques, contrastive linguistics, documentation, lexicography and, in this technological age, the use of word processors and familiarization with machine translation.

6.3 Professional Studies

This component should cover such areas as the ethics, terms and conditions of professional employment, both in-house and free lance, for both simultaneous and consecutive conferences; familiarity with European, American and Asian professional associations and markets; familiarity with the practices of the major employers, both government and private; familiarity with the language combinations demanded in any particular sphere; a knowledge of the major professional journals: and a detailed knowledge of the development of the profession.

6.4 Cultural Studies

Students must be given a thorough grounding in current affairs, particularly economics, politics, the law, in the relevant languages: and a broad, if superficial knowledge of all other relevant areas - such as medicine, science, technology, business. In addition, students must be perfectly familiar with conference and meeting procedures. This component should, where possible, be linked to the themes being studied in 6.1 and 6.2: and should include research units and the presentation of papers on the fields under study.

7. Assessment and Examinations

Final examinations must be designed to test all the skills acquired in the course. The Interpreting and Translating examinations must be held in realistic conditions and the examiners should include external assessors, qualified as Interpreters and Translators (as relevant) at Level 4, or its equivalent, one in each of the A, B (& C) languages. Students should be entitled to re-sit the final examinations once only.

8. Equipment and Facilities

Institutions offering Level 4 interpreting and/or translating courses must have tertiary level facilities, and in particular a comprehensive range of reference materials in all the relevant languages; and access to word processors, computers, simulated conference rooms, and simultaneous interpreting booths equipped to AIIC standards.

9. Staffing

It is expected that language staff will have a degree in the relevant languages, considerable teaching and interpreting or translating experience, and where possible Interpreting/Translating qualifications at Level 4 or its overseas

iv) LEVEL 5Description

a) Intention

Level 5 is the Senior Professional Level for specialist translating and interpreting. Interpreters working at this level are expected to be capable of and experienced in both consecutive and simultaneous interpreting at international commercial, scientific and political meetings and conferences. Translators working at this level are expected to be capable of and experienced in translation of high-level commercial, scientific, legal and political documents. Level 5 interpreters and translators are expected to operate without supervision at high levels of proficiency, compatible with general international standards.

b) Language capability

At this level, interpreters are expected to have oral and aural proficiency equivalent to that of a native speaker educated to graduate level. This implies an excellent command of all registers of the target language(s), including specialist terminology.

Translators are expected to have writing and reading proficiency equivalent to that of a native speaker, educated to graduate level. This implies an excellent command of all registers of the target language(s), including specialist terminology.

c) Background and special knowledge

Those working at this level are expected to have a good working knowledge of the general principles involved in specialist areas, at least commercial, medical, legal, political and general scientific. Those working at this level should be fully aware of the underlying behaviour and working patterns of the cultural groups involved and of their differing expectations. In addition, interpreters are expected to be conversant with the formal procedures governing meetings of committees and national and/or international bodies.

APPENDIX V

INSTITUTIONS OFFERING NAATI APPROVED COURSES

The following courses have NAATI approval as at 31 December 1984:

<u>State</u>	<u>Institution</u>	<u>Level</u>	<u>Category</u>	<u>Languages</u>	<u>Expiry of NAATI approval</u>
NSW	Sydney Technical College Petersham Technical College	2	Interpreter	Cantonese, Polish, Vietnamese.	31st Dec. 1989
NSW	University of Wollongong	2	Int/Trans.	Italian	31st Dec. 1988
NSW	Macarthur Institute of Higher Education	2	Int/Trans.	Arabic, German, Italian, Spanish, Turkish, Vietnamese.	31st Dec. 1988
VIC.	RMIT Technical College	2	Int/Trans.	Turkish, Polish, Vietnamese	31st Dec. 1989
VIC.	Victoria College Toorak	3	Int./Trans.	Greek, Italian, Turkish, Serbian/Croatian	31st Dec. 1985
QLD	University of Queensland	3	Trans. (Japanese into English only) Int.(both directions)	Japanese	31st Dec. 1988

S.A.	Adelaide College of TAFE	2	Interpreter	Italian, Serbian/Croatian, Greek, Polish, Vietnamese.	31st Dec. 1987
S.A.	S.A.C.A.E.	3 (BA) 2 (Assoc. Diploma)	Int/Trans.	Greek, Italian	31st Dec. 1986
W.A.	W.A.C.A.E.	3	Int/Trans.	Italian, German	31st Dec. 1988
W.A.	Perth Technical College	2	Interpreter	Cantonese, German, Greek, Portuguese, Vietnamese.	31st Dec. 1988
S.A.	Westlakes High School	1	Language Aide	Russian, Serbian, Croatian	31st Dec. 1985
NT	Casuarina High School	1	Language Aide	Greek, Italian, Mandarin, French, German, Spanish, Indonesian.	31st Dec. 1986
NT	Darwin Community College	2	Int/Trans.	Greek	31st Dec. 1989
NT	School of Australian Linguistics	2	Int/Trans.	Nominated Aboriginal Languages	31st Dec. 1986

NT	Institute for Aboriginal Development	1(in 50 hours) 2(in 200 hours)	Language Aide Int/Trans.	Arandic, Ngarrka, Western Desert, Waramungu Groups	31st Dec.1986
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Approval has also been granted as 1 January 1985 for:

S.A.	Adelaide College of TAFE	2	Interpreter	Khmer	31 Dec. 1987
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APPENDIX VI

HARDWICKE'S
Chartered Accountants

PARTNERS

K. W. WHIGHAM, A.C.A.
 P. G. DRIVER, B.Com., F.C.A.

FIRST FLOOR, GENGE BUILDINGS
 7 LONSDALE STREET, BRADDON
 DX 5671
 G.P.O. BOX 260
 CANBERRA, A.C.T. 2601
 PHONE 488222 (STD 062)

NATIONAL ACCREDITATION AUTHORITY FOR TRANSLATORS AND INTERPRETERS

AUDIT REPORT FOR THE PERIOD ENDED 30th JUNE, 1984

We have audited the attached financial statements of the National Accreditation Authority for Translators and Interpreters for the period from the severence of the Authority from the Department of Immigration and Ethnic Affairs as disclosed in Note 1 to 30th June, 1984 in accordance with Australian Auditing Standards.

In our opinion, the financial statements present fairly the financial position of the Authority as at 30th June, 1984 and the results of its operations for the period subject to our audit in accordance with Australian Accounting Standards.

HARDWICKE'S
Chartered Accountants

Canberra

PAUL G. DRIVER - Partner

NATIONAL ACCREDITATION AUTHORITY
FOR TRANSLATORS AND INTERPRETERS

BALANCE SHEET

AS AT 30TH JUNE, 1984.

1984

<u>CAPITAL</u>	<u>NOTE</u>	\$	\$
<i>Surplus transferred from operations</i>			
<i>prior to 13th December 1983</i>	3		149,833
<i>Loss from operations in the period</i>			
<i>13th December 1983 to 30th June 1984</i>			(40,312)
<u>TOTAL CAPITAL</u>		<u>\$ 109,521</u>	<u>=====</u>

REPRESENTED BY:

CURRENT ASSETS

<i>Cash in operating bank accounts</i>	6	37,058
<i>Cash on hand</i>		152
<i>Other debtors</i>	7	<u>7,659</u>

LESS CURRENT LIABILITIES

<i>Trade creditors</i>		46,875
<i>Other creditors and accruals</i>	8	18,656
<i>Income received in advance : Queensland</i>		<u>25,000</u>

WORKING CAPITAL DEFICIT

(45,662)

<u>ADD FIXED ASSETS</u>	4	47,809
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<u>ADD INVESTMENTS</u>	5	124,739
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LESS NON-CURRENT LIABILITIES

<i>Long service leave</i>	2	<u>17,365</u>	<u>(17,365)</u>
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<u>NET ASSETS</u>		<u>\$ 109,521</u>	<u>=====</u>
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NATIONAL ACCREDITATION AUTHORITY
FOR TRANSLATORS AND INTERPRETERS

PROFIT AND LOSS STATEMENT
FOR THE PERIOD ENDED 30TH JUNE 1984

	<u>NOTE</u>	\$	<u>1984</u>
<u>GRANT INCOME</u>			
Commonwealth Government	3	93,693	
New South Wales State Government	3	33,142	
Victorian State Government	3	24,955	
Tasmanian State Government	3	1,072	
South Australian State Government	3	4,009	
Western Australian State Government	3	8,332	
Northern Territory	3	796	
Queensland State Government	3	<u>15,124</u>	181,123
<u>EXAM FEE INCOME</u>			
Level 1 Language Aid		1,370	
Level 2 Admission		10,523	
Level 2 Interpreting		1,580	
Level 2 Translating		460	
Level 3 Admission		4,250	
Level 3 Interpreting		<u>215</u>	18,398
<u>OTHER INCOME</u>			
Recognition Fees		165	
Interest		<u>8,385</u>	<u>8,550</u>
<u>TOTAL INCOME</u>			208,071
<u>LESS OPERATING EXPENSES A.C.T.</u>			
Designing exams		12,580	
Supervisors fees: Translation and Admission exams		2,854	
Sitting/Acting fees: Interpreting exams		13,879	
Marking exams		7,804	

NATIONAL ACCREDITATION AUTHORITY
FOR TRANSLATORS AND INTERPRETERS

PROFIT AND LOSS STATEMENT CONTD.

1984

	<u>NOTE</u>	\$	\$
<u>OPERATING EXPENSES A.C.T. CONTD.</u>			
<i>Auditors remuneration : audit</i>		1,600	
: other services		3,600	
<i>Advertising</i>		712	
<i>Bank charges</i>		192	
<i>Cleaning</i>		522	
<i>Computer programming charges</i>		16,419	
<i>Depreciation</i>	4	2,908	
<i>Entertainment</i>		332	
<i>Electricity</i>		650	
<i>Filing Fees</i>		111	
<i>Courier</i>		511	
<i>Miscellaneous expenses</i>		1,085	
<i>Hire of equipment</i>		63	
<i>Insurance</i>		829	
<i>Long service leave provision</i>		17,365	
<i>Office supplies/stationary</i>		3,579	
<i>Postage</i>		5,302	
<i>Office rent</i>		3,030	
<i>Repairs and maintenance</i>		2,774	
<i>Salaries and wages</i>		53,053	
<i>Accrual for annual leave</i>		9,788	
<i>Payroll tax</i>		308	
<i>Superannuation</i>		2,570	
<i>Secretarial fees</i>		4,646	
<i>Telephone</i>		3,905	
<i>Board meetings: sitting fees, travel and other allowances</i>		13,433	
<i>Airfares, mileage, taxis</i>		21,182	
<i>Printing</i>		5,367	212,953

NATIONAL ACCREDITATION AUTHORITY
FOR TRANSLATORS AND INTERPRETERS

PROFIT AND LOSS STATEMENT CONTD.

1984

	<u>NOTE</u>	\$	\$
<u>OPERATING EXPENSES: OTHER STATES</u>			
<i>New South Wales</i>		9,613	
<i>Victoria</i>		7,070	
<i>Tasmania</i>		1,864	
<i>South Australia</i>		5,706	
<i>Western Australia</i>		4,632	
<i>Queensland</i>		3,791	
<i>Northern Territory</i>		2,754	<u>35,430</u>
<u>TOTAL EXPENSES AUSTRALIA</u>		<u>248,383</u>	
<u>LOSS FOR PERIOD</u>			
		<u>\$ (40,312)</u>	

NATIONAL ACCREDITATION AUTHORITY FOR TRANSLATORS AND INTERPRETERS

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR PERIOD ENDED 30th JUNE, 1984

Note 1. Commencement of Operation

The Authority commenced operations in September 1977 upon the appointment of its members by the then Minister for Immigration and Ethnic Affairs and operated as a Government Authority until December 1983 at which point of time its undertakings were severed from the Department of Immigration and Ethnic Affairs and continued as an unincorporated association. It is intended that the Authority will incorporate as a Company Limited by Guarantee and personnel seconded from Government services will receive the benefit of the Authority being prescribed under Part iv of the Public Service Act.

Note 2. Accounting Policiesa) Commercial Accounting

The accounts have been prepared on a commercial basis with the capitalising of assets, recognition of liabilities accruing and incurred and matching of income and expenditure on time basis rather than on a cash paid basis. The financial statements have been prepared to comply with the accounting requirements required by the Companies Code.

b) Historical Cost

The financial statements adopt the convention of historical cost which does not allow for adjustment to the general purchasing power of the dollar or the specific price of assets.

c) Depreciation of Fixed Assets

Furniture, fittings and equipment are depreciated on the reducing balance method at rates that reflect their estimated economic life.

d) Employee Leave Entitlements

Liabilities to employees are accounted for in relation to annual leave accrued and due. Long service leave is provided for all staff with more than 5 years service with either the Authority or any other Commonwealth Public Service Department.

NATIONAL ACCREDITATION AUTHORITY FOR TRANSLATORS AND INTERPRETERSNote 3. Surplus Transferred

Represented by:

Grant Income Receivable calculated on a pro-rata basis for the year	\$
Commonwealth Government	80,307
New South Wales Government	28,407
Victorian Government	21,390
Tasmanian Government	918
South Australian Government	3,437
Western Australian Government	7,142
Northern Territory	682
Queensland Government	12,964
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	155,247
Add	
Transfers from State Bank Accounts	22,674
	<hr/>
	177,921
Less Queensland Government Grant paid prior to commencement of financial year	
	28,088
	<hr/>
Accumulated Surplus Transferred	\$ 149,833
	=====

Note 4. Fixed Assets

Furniture and fittings at cost	7,097
Less Accumulated depreciation	138
	<hr/>
	6,959
Office equipment at cost	
Less Accumulated depreciation	43,651
	<hr/>
	2,801
	<hr/>
	40,850
	<hr/>
<u>TOTAL FIXED ASSETS</u>	\$ 47,809
	=====

Note 5. Investments

Westpac	13,782
National Australia Bank	110,957
	<hr/>
<u>TOTAL INVESTMENTS</u>	\$ 124,739
	=====

NATIONAL ACCREDITATION AUTHORITY FOR TRANSLATORS AND INTERPRETERSNote 6. Cash In Operating Bank Accounts

	\$
Australian Capital Territory	35,367
Tasmania	294
South Australia	231
Western Australia	299
Northern Territory	262
New South Wales	343
Queensland	33
Victoria	229
TOTAL CASH IN OPERATING BANK ACCOUNTS	\$ 37,058
	=====

Note 7. Other Debtors

	\$
Prepayments	370
Cost of office facilities : Victoria	1,952
Telephone account refundable	3,794
Interest receivable	1,543
TOTAL OTHER DEBTORS	\$ 7,659
	=====

Note 8. Other Creditors and Accruals

	\$
Accrued annual leave	11,354
Accruals : general	7,302
TOTAL OTHER CREDITORS AND ACCRUALS	\$ 18,656
	=====

NATIONAL ACCREDITATION AUTHORITY
FOR TRANSLATORS AND INTERPRETERS

SCHEDULE OF EXPENSES BY STATE.

	<u>New South Wales</u>	<u>Victoria</u>	<u>Tasmania</u>	<u>South Australia</u>	<u>Western Australia</u>	<u>Northery Territory</u>	<u>Queensland</u>
	\$	\$	\$	\$	\$	\$	\$
Bank charges	4	46	-	3	12	23	1
Postage	592	672	56	40	305	86	217
Printing	436	320	44	24	320	203	199
Office expenses/stationary	75	394	75	-	504	63	85
Depreciation	-	11	13	-	3	4	-
Office rent	-	-	274	-	266	-	-
Exam room rent	533	330	-	-	-	-	-
Cost of office facilities	-	651	-	-	-	-	-
Telephone	-	210	6	69	72	-	148
Salaries and wages	7,973	4,436	1,396	5,570	3,126	-	3,141
Electricity	-	-	-	-	24	-	-
Agency fees	-	-	-	-	-	2,375	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	\$ 9,613	\$ 7,070	\$ 1,864	\$ 5,706	\$ 4,632	\$ 2,754	\$ 3,791

APPENDIX VII

CONSULTATIONS AND PRESENTATIONS

During 1984 the Chairman consulted with numerous individuals and presented papers to a number of conferences. The more important of these activities are listed below:

10th February, 1984	Mrs. Valerie Taylor-Bouladon, Australian Representative of AIIC.
3rd May, 1984	Presentation of NAATI views of interpreters in the legal system to Law Week Seminar, Sydney.
10th August, 1984	Presentation on NAATI to Committee of Review, School of Modern Languages, Macquarie University.
6th September, 1984	Presentation on NAATI to the Conference of the Interpreters and Translators Educators Association Annual Conference, Macarthur Institute of Higher Education, Sydney.
11th September, 1984	Mr. G. Rando, University of Wollongong.
24th September, 1984	Sir George Cartland, Foundation Chairman of NAATI, Hobart.
24th September, 1984	Meeting with Tasmanian State Panel of NAATI.
4th October, 1984	Discussion with Commonwealth Public Service Board Committee reviewing certain aspects of the Special Broadcasting Service (SBS)
2nd November, 1984	Mr. G. Martellani and Mr. E. Marshall, Official Court Interpreters and Translators Association of N.S.W. (OCITA)
26th November, 1984	Presentation to the Interpreters and Translators Sub-Committee of the Ethnic Communities Council of NSW, Sydney.
3rd December, 1984	Mr. G. Martellani and Mr. E. Marshall, OCITA.
5th December, 1984	Presentation to the Interpreting and Translation Workshop, First National Conference of the Federation of Ethnic Communities Councils of Australia, Melbourne.

