



NATIONAL ACCREDITATION AUTHORITY FOR  
TRANSLATORS AND INTERPRETERS

# EIGHTH REPORT

Covering the Period  
1 July 1986 to 30 June 1987

The Australian Professional Association of Interpreters and Translators

(AUSIT)

In foreshadowing the emergence of a national professional association, the NAATTI 1986/1987 Annual Report refers to a decision to convene a national conference to this end. The conference was actually held in Canberra (at University House) on 4/5 September 1987, with the following as the main outcomes: -

- the establishment of AUSIT;
- the adoption of an interim constitution for AUSIT;
- the stipulation of NAATTI Level 3 as a minimum qualification for admission to full membership, but with the category of Associate for those not so qualified, plus a category of student membership;
- the election of an interim executive committee; and
- the identification of a local delegate in each State and Territory.

Immediately afterwards, the Association commenced recruiting members and working towards a final constitution, to be adopted at its first annual general meeting. NAATTI facilitated its operation in various ways, in particular through providing support and space, in its new NSW Regional Office, for the Association Secretary and making a cash payment for specific purposes.

People wishing to become members of AUSIT or to establish contact with it can do so approaching the Secretary of AUSIT, c/- G.P.O. Box 2654, Sydney, NSW, 2001 - telephone (02) 27 5312 or facsimile (02) 221 4348.



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NATIONAL ACCREDITATION AUTHORITY  
FOR TRANSLATORS AND INTERPRETERS

(incorporated in the A.C.T.)  
A Company limited by Guarantee

BOARD OF DIRECTORS

P.M. Martin (Chairman)  
J. Blewett  
L.M. Kempner  
A. Restuccia

EXECUTIVE DIRECTOR

P. Sinclair

AUDITORS

Hardwicke's Chartered Accountants  
ACCOUNTANTS  
Hardwicke, Whigham and  
Driver Pty. Ltd.

SOLICITORS

Macphillamy, Cummins and Gibson

BANKERS

National Australia Bank

REGISTERED OFFICE

Suite 2, 1st Floor,  
Bank Building,  
JAMISON, A.C.T.

(information correct as at 30/6/1987)

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## PART A: OVERVIEW

The year under review saw the second stage of the realisation of the aims originally envisaged in 1983 for the long-term evolution of NAATI and the profession. The first stage (1983-1986) consisted of NAATI's physical separation from the DSEA and its incorporation as a public company, with significant funding for the first time from State and Territory Governments, as well as the Commonwealth Government. The 1985/86 report describes how this first stage almost led to NAATI's disappearance, substantially on the ground of inadequate funding. This fate was averted at the last minute by a decision, at the April 1986 conference of Ministers for Ethnic Affairs, to endorse a Five-Year Plan submitted by NAATI, involving a significantly higher level of funding.

The most significant goals set down in the Five-Year Plan were the: -

- elimination of the back-log of people awaiting testing by NAATI;
- fostering the emergence of a strong and unified national professional association which could pursue many of the interests of the profession; and
- development of a national registering body, which will eventually result in the discontinuance of the still too prevalent use of underqualified people.

When endorsing the Plan, the Ministers also decided that the Authority could function more effectively and economically with a smaller Board of Directors, thereby reducing the cost of holding meetings. In the event, the agreed size was four, as compared with the previous Board of fifteen, the new Board to be structured so as to include:-

- a chairman - this position was filled by the re-appointment of the former Chairman, Dr. Peter Martin, Executive Member (Academic), N.S.W. Higher Education Board;
- a practitioner - this position was filled by the re-appointment of Mrs. Lorna Kempner, a Melbourne-based free-lance interpreter;
- an educator - this position was filled by the re-appointment of Ms Jill Blewett, the Co-ordinator of Translating and Interpreting courses at the S.A. College of Advanced Education; and
- a lawyer - this position was filled by the appointment of Mr. Anthony Restuccia, a senior solicitor in the N.S.W. State Crown Solicitor's Office of the Department of the Attorney-General.

All of the appointments were for three years, from 1 July 1986.

Given the objectives of the Five-Year Plan, NAATI devoted much of its effort during this first year to organising itself to address the tasks confronting it, with consultation being a key aspect. During the first half of the period, three major events of this kind were held, viz:

- On 10 October 1986, Directors and senior staff met in Canberra with the chairmen of all language panels.
- On 24 October 1986, Directors and senior staff met in Canberra with the chairmen of all eight NAATI State Advisory Panels on Translation and Interpreting (SAPTI).

- On 19 December 1986, the Chairman and all NAATI staff held a workshop in Canberra.

In addition, the new Board of Directors held its first meeting on 5/6 September 1986, in Melbourne, when it made a number of decisions, aimed at preparing NAATI to pursue its agreed goals, as the third stage of its development. These included:-

- the development of a new and simplified committee structure consisting of the following three major standing committees:
  - the Advisory Committee on Testing (a functional amalgamation of two previous committees), to be concerned with all matters relating to testing and to be chaired by Mrs. Kempner;
  - the Qualifications and Assessment Advisory Committee (also a functional amalgamation of previous committees), to be concerned with the assessment of overseas qualifications and the accreditation of Australian courses and to be chaired by Ms. Blewett; and
  - the new Professional Development Committee, to be concerned with areas such as registration, codes of ethics and development of a national professional association chaired by Mr. Restuccia;
- the introduction of a new style of Board meeting whereby the Board would hold five or six meetings per annum, in rotation among the capital cities, and incorporating, in addition to the regular closed meeting, several "open" meetings involving such groups as:
  - employers
  - educators
  - local professional associations
  - local SAPTI members
  - government officials
  - members of the public, especially those with a strong interest in the profession.
- In addition, arrangements were made for a discussion to be held with FECCA representatives at the Board meeting scheduled to be held in Sydney in early July 1987.
- the identification of an individual Director to take a special interest in a State or Territory with no resident Director for the time being, which resulted in the following:

A.C.T. and N.T.	:	Ms Blewett
Queensland	:	Mr. Restuccia
Tasmania	:	Dr. Martin
Western Australia	:	Mrs. Kempner;

- the up-grading of the computing system; and
- the adoption of a budget which would allow the Authority to accumulate a sufficient level of reserves for it to meet its statutory obligations.

Several other initiatives were implemented during the year with the same goal of preparing the Authority to achieve the major aims of the Plan. These included:-

- enhancement of its physical fabric:
  - re-opening (in June 1987) of its own office in Tasmania, staffed by a part-time NAATI officer - the office took the form of a room in the Hampden House Community Centre, generously provided, at a nominal rental, by the Tasmanian Government
  - replacement of the service provided hitherto by a local secretarial agency in Darwin by a NAATI Regional Office, located in the new offices of the N.T. Office of Ethnic Affairs, in space generously provided, at a nominal rental, by the N.T. Government.
  - re-location (in April 1987) of the Victorian Regional Office to a larger and more effective suite on the same floor of the building in which the office was previously located - no additional rental cost was involved;
- finalisation of the registration, in all States and Territories, of the Company's business name;
- development of broad guidelines for the system of national registration, being pursued in detail by the Professional Development Committee;
- finalisation of computerisation of financial aspects of the Authority's operation;
- strengthening of the level of support staff in the major Regional Offices;
- re-constitution of the language panels and lists of examiners, following public advertising for applications;
- establishment of language panels in several languages not previously tested;
- re-constitution of the SAPTI, with changed membership structure and roles, the latter reflecting a shift in emphasis away from involvement in testing towards other professional activities related more closely to NAATI's new thrusts and the Five-Year Plan; and
- preparation for a national conference at which a new national professional association would be founded.

It is apparent that these facilitative steps were successful in large part because of the consultative approach adopted by the Authority with the special meetings in Canberra and the numerous group discussions associated with the various Board meetings. It is clear that a continuation of this approach is essential to ensure the insights and knowledge needed for satisfactory progress towards many of the agreed aims.

While all of these initiatives are significant for NAATI, some are of such special significance as to warrant considerable elaboration. They are discussed below.

#### SAPTI

Early in its existence, NAATI established in each capital city a "State Assessment Panel for Translators and Interpreters" which, together with the local Regional Office, constituted the NAATI "presence" for that region. Although the SAPTIs were given a quite wide brief, in many instances they tended to concentrate on testing, to the relative neglect of other aspects. The new Board decided that, particularly in view of the aims of the Five-Year Plan, it was time to review the role of the SAPTI. Accordingly, it convened a meeting of SAPTI Chairmen to discuss the role and membership structure of the SAPTI. Afterwards, the Board developed a provisional position paper which it circulated to the SAPTI for comment before reaching a final decision at a subsequent Board meeting. The new brief, published in full in the appendices to this report, envisaged a role more compatible with the present and future orientations of NAATI by re-designating the SAPTIs as the State Advisory Panels on Translating and Interpreting, with the main functions being:-

- promotion of NAATI and the profession in the region;
- provision of a communication channel between NAATI and interested parties;
- provision of advice to NAATI on the needs of the region;
- conduct of professional development activities; and
- assistance to the Regional Officer in the conduct of tests.

At the same time, the membership structure was changed in order to ensure greater representation from among the practitioners and the users thereof. By the end of the financial year, substantial steps had been taken towards finalising the membership of the new SAPTI.

#### Examiners and Language Panels

In order to conduct tests in a particular language, NAATI must first have appointed people suitably qualified to perform the following tasks:-

- set translation (written) and interpreting (oral) tests
- mark translation tests
- mark tape-recorded interpreting tests
- assess "live" interpreting tests.

Examiners perform only the last of these tasks while Language Panel members perform all or any thereof. These people play a central role in the life of NAATI, as they do in that of any examining body; for, without high quality people, the credibility of the organisation's awards is in doubt. NAATI, therefore, takes great care in respect of such appointments.

Following public advertisement for expressions of interest, an Authority committee spent most of 1986/87 reviewing the membership of the existing language panels and examining boards. At the same time, it attempted to create new ones to cater for the nine languages scheduled to be tested for the first time in 1987/88. It even extended its search overseas, but was unsuccessful in respect of some of the new languages; and while it is a matter of regret that NAATI had to withdraw five languages from the test list, it had no hesitation in so doing because it was not prepared to risk criticism about the standard of its tests.

#### Professional Development Committee

In the year under review, the Professional Development Committee, which held its first meeting on 14 April, 1987, gave principal emphasis to the development of a national professional association and the registration of practitioners.

It was decided to make the fostering of a unified, truly national, professional association the first priority of the Committee. By the end of the financial year plans had been drawn up for a major national conference to be held in Canberra early in September 1987, at which it was expected that a national professional association would be formed.

In relation to registration of practitioners, the Committee noted that this was a complex issue which had been before the Authority for several years. At present, individual translators and interpreters achieve accreditation by passing a NAATI test or by completing successfully a course of study approved by NAATI. The act of accreditation does not, however, represent more than a statement that, at a particular date, a certain minimum level of competence was displayed. In contrast, a modern system of registration or licensing involves not only a minimum professional qualification, but provisions for disciplining practitioners for professional misconduct and frequently a requirement to produce annually evidence of a certain standard of professional competence.

Although some States have been considering registration of interpreters and translators, all governments agreed, in accepting the Five-Year Plan, on the desirability of a uniform national system. The Committee would continue to accord this matter a very high priority.

Appendix IV contains the audited financial statements for the year which, in accordance with normal practice, are based on accrual accounting. The statement below, however, is based on cash-flow, i.e. actual income and expenditure during the specified period, and also includes information for the preceding three years.

NAATI INCOME AND EXPENDITURE (a)

	1983/84 (b)	1984/85	1985/86	1986/87
<b>A. INCOME</b>				
<b>1. Government</b>				
Commonwealth	93,693	200,000	172,000	255,000
N.S.W.	33,142	70,773	60,900	90,273
N.T.	796	1,773	2,002	2,254
Queensland	15,124	25,000	25,000	41,624
S.A.	4,009	17,755	15,237	22,590
Tasmania	1,072	4,927	4,914	7,285
Victoria	24,995	45,992	45,864	67,996
W.A.	8,332	18,015	15,499	22,978
Total	181,123 (87.0)	384,235 (78.8)	341,416 (68.6)	510,000 (62.4)
<b>2. Non-Government</b>				
Testing-Related (c)	18,398 (8.8)	88,112 (18.1)	109,393 (22.0)	244,141 (29.9)
Other	8,550 (4.1)	15,092 (3.1)	46,853 (9.4)	63,445 (7.8)
Total	26,948 (13.0)	103,204 (21.2)	156,246 (31.4)	307,586 (37.6)
<b>3. Total</b>	<b>208,071 (100)</b>	<b>487,439 (100)</b>	<b>497,662 (100)</b>	<b>817,586 (100)</b>
<b>B. EXPENDITURE</b>				
Testing-Related (c)	37,117 (14.9)	111,700 (20.8)	66,460 (13.0)	129,497 (17.3)
Other	211,266 (85.1)	425,965 (79.2)	443,303 (87.0)	617,956 (82.7)
Total	248,383 (100)	537,665 (100)	509,763 (100)	747,453 (100)
<b>C. BALANCE</b>	<b>(40,312)</b>	<b>(50,226)</b>	<b>(12,101)</b>	<b>70,133</b>

- (a) These figures are related to actual cash-flow and, therefore, do not coincide exactly with those appearing in the annual audited financial statements, published elsewhere in the annual reports. They relate to the period since NAATI's physical separation from DIEA.
- (b) 13.12.1983 - 30.6.1984
- (c) It is not practicable to attribute all testing-related items; e.g. the preparation of staff salaries is still shown under "Expenditure - Other".

NOTE: Figures in parentheses represent the proportion (in percentages) of the total income or expenditure.

## PART B: PROFESSIONAL ACTIVITIES AND ACHIEVEMENTS

### B.1 TESTING RELATED ACTIVITIES

Testing is still the major function conducted by NAATI, although, as the profession matures and as the range of translating/interpreting courses taught in Australian educational institutions diversifies, the level of testing will be reduced, as has already occurred in other professions. This still lies in the future, however, especially as 1987/88 and 1988/89 the second and third years of the NAATI Five-Year (1986-1991) Plan - include a commitment to heavy testing programs aimed at providing opportunities for most NAATI applicants to qualify themselves for entry to the profession. Moreover, some languages are unlikely to attract sufficient students to justify the establishment of a course, so that testing is unlikely to be discontinued completely.

The NAATI Seventh Report, covering the period 1 January 1985 to 30 June 1986, described the relatively modest 1985/86 testing program and the steps taken both to improve the format of many of the tests and to reform the language panels which set and mark them. These processes were accelerated during 1986/87, especially as several languages were to be tested during 1987/1989 for the first time, including Bulgarian, Farsi, Finnish, Hakka, Korean, Slovak, Tagalog and Ukrainian, thus requiring, in most instances, the establishment of totally new language panels rather than the mere reformation or expansion of existing ones. Further changes occurred in test format and in the manner of marking. Also, for the first time, NAATI tested at Level 4, though in a very limited way: for translation only, and in four languages - French, German, Italian and Spanish. Understandably at this high level, some problems were encountered, but the Authority took steps to improve the situation, and, indeed, announced that further testing would be conducted at this level and over a larger number of languages in the following year.

The other major change in the testing process was the discontinuance of the Level 3 admission test. While a case could be put for its retention, it was considered that the test represented additional costs both to NAATI and to candidates, and that its purposes could be better served through the adoption of more appropriate eligibility criteria for the Level 3 accreditation tests. It was further agreed that, as a safeguard, this decision be reviewed in the future, in case events suggested a need for the re-introduction of an admission test.

While overall demand is a major factor in the determination of a testing program, the location of the demand does require due consideration: the great majority of candidates live relatively close to the regular venues for tests (the eight capital cities), but some live in locations which are so remote as to render prohibitive the cost of their attending tests. At the same time, NAATI would incur high costs if it were to administer tests in such locations, especially if interpreting tests were conducted by the preferred ("live") method. NAATI did, however, decide to pay special attention to this problem, and began a study of certain non-metropolitan areas with a view to ascertaining whether the level of demand in any of those locations was such as to justify local testing. This study was not completed within the period under review.

During the same period, interest was expressed in developing a closer relationship with New Zealand, and some requests were received for NAATI to test in that country. Arrangements were made for a limited range of translation tests to be offered, under suitable supervision, commencing with the 1987/88 program.

For some time, the Authority has been aware of the existence of a substantial body of senior people who have been unable, for various reasons, to be assessed for accreditation. These people included such groups as members of the NAATI Board of Directors, members of NAATI language panels or examining boards, co-ordinators of NAATI-accredited courses and practitioners operating in languages which are unavailable, either in tertiary courses or NAATI tests. The Authority considered that it was unjust to allow such people to continue without the opportunity of obtaining accreditation. It, therefore, agreed to develop procedures which would afford such an opportunity but would also involve an appropriately rigorous form of assessment. Work commenced on this project during 1987, with a view to its implementation in 1988.

Finally, there remains the financial aspect of this activity, wherein NAATI has always incurred a loss, despite significant relative increases in the level of the fees which it charges. Because the Authority has very limited reserves, it cannot afford to sustain regular losses. It was, therefore, with very considerable difficulty that the Authority managed to avert an increase in fees for the 1986/87 testing program. At the same time, the Authority agreed not to increase the level of remuneration which it pays to those who set, mark and supervise the tests. The Authority is heavily reliant on such people, and realises that such a policy can hardly be pursued indefinitely. It also understood, however, that if it had increased remuneration levels, the increases in the levels of the fees would have been somewhat greater, possibly such as to deter many candidates, even though many of these people have their fees paid by employers or may claim them for personal income tax purposes. The Authority draws attention to the fact that fees for tests associated with other professions are often much higher, and recognises that the problem is a continuing one, unlikely ever to be resolved to the satisfaction of all concerned.

In its attempts to at least "balance its books", the Authority has carefully examined its various activities, many of which involve much regular administrative activity. Testing is a good example. Here, computerisation of the process has facilitated an analysis of applicant responses, and it has become apparent that many applicants eventually do not sit for tests, despite repeated invitations, a process which is very costly to NAATI in terms of time and money. In this context, the Authority introduced two new fees - a "late application" fee and a "reinstatement" fee. The latter is designed to discourage those who apply, with little, or no intention to sit for tests. Under this process, the applicant receives a maximum of three invitations to a particular test, and the name is removed from the list of applicants if, without good reason, the applicant fails to respond. Provision of a good reason will allow a candidate one further opportunity, after payment of the prescribed "reinstatement" fee, which is additional to the fee for the test concerned. (A comparable process was introduced for someone who fails a particular test three times.)

### The 1986/87 Testing Program

The immediately preceding section covers the prevailing environment for the testing process. This section concentrates on the testing program, in particular by providing details of the performance of the applicants, viewed across a range of indicators such as the nature of the test, (including the level and language) and the location of the applicant.

The 1986/87 testing program is described in the statistical appendices, and statistics are given for various aspects of the program. The following observations are made, mostly in comparison with the preceding program: -

- The overall size of the candidature was about 50% larger, which is consistent with the aims of the Five-Year Plan.
- While the number of passes in tests was about 30% larger, the average pass rate across all tests dropped, from about 50% to about 40%. Specifically, while the pass rate for the Level 2 (admission) test increased, the pass rates for the Level 2 (translation) test and the Level 3 tests fell. In respect of the latter, it should be noted that the Level 3 (admission) test had been discontinued from the start of this program, so that the lower pass rate was not unexpected.
- The rate of progress through the applicant system is rather slow: about one invitation in four was accepted and one in ten resulted in accreditation, which questions the level of professional competence and motivation.

A closer examination of the successful results, including allowance for languages and/or States in which the numbers are not significant statistically, indicates reasonable comparability across languages and States, although the pass rates for German and the Deaf languages are consistently well above average and those for Arabic and, to a lesser extent, Spanish are appreciably below.

For many years, there have been suggestions that very large numbers of people have applied to NAATI to be tested, and that they are still waiting. In some respects, this claim is valid, for example of people who have sought accreditation in languages in which NAATI has never tested - Catalan, Konkani, Uighur and Uzbek are examples. In most respects, however, these claims are unjust, as can be discerned from the statistics in this report. In fact, although NAATI despatches to every applicant an invitation to sit for a test whenever any test for which an applicant is eligible to sit is to be held, the great majority of applicants declines the invitation. (A relatively small proportion of these people consist of applicants who fail to notify NAATI of a change of address and, therefore, do not actually receive the invitation(s).) Consequently, NAATI decided to redefine this backlog in a more realistic way, so that it now refers to the following groups of applicant: -

- those who have sought accreditation in a language never likely to be tested; and
- those who are awaiting their first invitation to be tested in a language likely to be tested, whether occasionally or frequently,

that is, those applicants who, at the relevant date, had never been invited to a test. On this basis, there was, during 1986/87, an overall drop in the backlog, involving the following components: -

- (a) an inevitable small increase in the "never-to-be-tested" component;
- (b) a slightly larger increase in the rarely-tested component - this was to be expected because NAATI was not scheduled to commence testing in these languages until the following (1987/88) program; but
- (c) a significant decrease in the commonly-tested component - this trend should accelerate as the measures (described elsewhere in this report) are phased in to remove the names of those who do not appear to have a real intention to sit.

All of these trends applied throughout the country, except that, in the Northern Territory, where the absolute numbers were quite small, there was a very slight increase in all components. This overall result was quite pleasing as the 1986/87 program had not been designed to reduce the backlog.

The Authority expects that by the completion of the major testing programs planned for 1987/88 and 1988/89 the real backlog will be reduced greatly - essentially to a small hard core of people who are unlikely ever to have a chance to be tested. Even in this category, some people may have the opportunity to gain accreditation by studying a course, and others may at least be eligible for NAATI "recognition". In the meantime, other statistics (also shown in the Appendices) point in this direction. For example, as at 30 June 1986, the number of people accredited and recognised (3780) represented the proportion of 33.0% of the total number of applicants to that time; the corresponding figure at 30 June 1987 (4418) represented a proportion of 34.4%; more significantly, however, during the intervening year, the number of people granted accreditation or recognised (638) represented 45.2% of the number of people lodging new applications. In addition, during the 12-month period 475 applicants withdrew their applications, and a further 1019 applicants were eliminated from the backlog on the basis that on three occasions they had failed a test and/or not responded to an invitation to sit for that test.

Up to this point, the discussion has centred on person statistics, that is, those which relate to individuals. There is, however, another dimension to NAATI statistics - language entry statistics - which is highly significant because most people who apply to NAATI are seeking more than one award, for example, they often wish to be accredited in two or three different languages. For this reason, the appendices contain some language entry statistics, which do not necessarily bear a direct relationship to the person statistics. The language entry statistics exhibit some interesting trends in that: -

- the proportion of applications for recognition dropped significantly; and
- the proportion of applications for accreditation by NAATI test dropped slightly while the corresponding figures for accreditation by course of study (local or overseas) showed a significant increase.

At the same time, with respect to the NAATTI levels of accreditation: -

- . the proportion of applications aimed at Levels 2 and 4 increased; but
- . those relating to Levels 1 and 3 decreased.

However, while NAATTI itself has some reservations about testing at Level 1, the level of genuine demand has been such as to leave the Authority with no alternative to a continuation of testing at this level, for some time at least. It believes, however, that, with the approach and implementation of a national system of licensing, the emphasis will shift increasingly to the first fully professional level (Level 3).

## R.2 COURSES OF STUDY

As indicated earlier in Part A, a new NAATI Committee structure was established. The former Courses Committee and the Overseas Qualifications Committee were disbanded, and the Qualifications and Assessment Advisory Committee (QAAC) took over their functions as one of the three new standing committees. The Committee subsequently met four times, and was also consulted on several occasions on an ad hoc basis during the period under review. Submissions for approval/re-approval of interpreter/translator or language aide (Level 1) courses from the institutions listed below were assessed.

### Results of assessments made

A - approved  
R - re-approved  
C - conditional approval

as at 30 June 1987

A	South Australian College of Advanced Education	Post-graduate Diploma in Interpreting Post-graduate Diploma in Translating Level 3 Interpreter and Level 3 Translator courses (1987-91)
R	South Australian College of Advanced Education	B.A. in Interpreting and Translating Level 3 Interpreter/Translator course (1987-91)
		Associate Diploma in Interpreting/Translating Level 2 Interpreter/Translator course (1987-91)
A	Western Australian College of Advanced Education	Post-graduate Diploma in Translation, Level 3 Translator course (German, 1986-90)
C	Western Australian College of Advanced Education	Post-graduate Diploma in Interpreting/Translation Level 3 Interpreter/Level 3 Translator course (Mandarin, 1986-90)
A	Western Australian College of Advanced Education	B.A. in Interpreting and Translating Level 3 Interpreter/Translator course New language streams: Vietnamese, Portuguese (1986-88)
A	Adelaide TAFE	Level 2 Translator course New language stream: Mandarin (1987) Level 2 Interpreter course New language stream: Spanish, Italian, Greek (1986)

R	Institute for Aboriginal Development	Level 2 Interpreter/Translator course (1987-91) Level 1 Language Aide course (1987-91)
A	Perth Technical College	Level 2 Translator course New language streams: German, Portuguese (1986)
A	RMIT Technical College	Level 2 Interpreter/Translator course New language streams: Arabic, Country Interpreters (Italian, Turkish, Greek), nominated 'Minority' languages (1987)
A	Burwood Girls' High School	Level 1 Language Aide course (1986-90)
A	Casuarina Adult Migrant Education Centre	Level 1 Language Aide course (1986-87)
C	Casuarina Adult Migrant Education Centre	Level 1 Language Aide course (1988-90)
A	Casuarina Secondary College	Level 1 Language Aide course (1987)
R	Casuarina Secondary College	Level 1 Language Aide course (1988-1991)

A list of NAATI-approved courses as at June 1987 can be found on page , , (Appendix VII).

#### Visits to educational institutions

Members of the Board of Directors visited educational institutions offering NAATI-approved courses during meetings held in Darwin (May).

#### Other Course Submissions considered by the QAAC

1. Victorian TAFE Board  
Certificate of Interpreting for the Deaf-Hearing Impaired  
No further action was considered necessary until further details were received from the TAFE Board.
2. Sydney TAFE  
Proposal for a non-accredited Level 2 preparatory course.  
Further consideration of the proposal was due to take place subsequent to the visit of a member of QAAC to the College.
3. Broadmeadows College of TAFE  
Proposal for a Bi-lingual Communication Studies Course.  
Further consideration of the proposal was due to take place subsequent to the visit of a member of QAAC to the College.

4. Canberra CAE

Submission for approval of a Level 3 Interpreter/Translator course.

Further consideration of the proposal was due to take place subsequent to the visit of a member of QAAC to the College. A revised submission would eventually be required.

5. Victoria College

Proposal for Alternative Testing Programme in Rarer Languages.

A decision on this proposal was deferred pending further discussion.

Other matters addressed by the Qualifications and Assessment Advisory Committee

1. NAATI Working Blueprint for the Profile and Distribution of Interpreting/Translating Courses in Australia.

This submission was put to the Commonwealth Tertiary Education Commission for the purpose of providing advice on future requirements for interpreting/translating courses in Australia. The submission was timed to coincide with the Commission's report for the 1988/1990 triennium, due in December 1986.

2. Level 5 Description and Method of Assessment

The Authority approved the Level 5 Description and Requirements for Accreditation proposed by the Committee (Appendix VII, p. 59).

The Committee nominated the first six candidates eligible for accreditation at Level 5.

3. Overseas Qualifications Assessment Procedures

The Committee commenced a review of assessment procedures. It was recommended that, after 1 May 1987, eligible applications for accreditation by overseas qualifications be accepted only if eligible for assessment at Level 4 or 5, in view of the following considerations:

- a. the extreme difficulty in assessing the wide variety of qualifications offered by overseas institutions;
- b. the need to ensure, in the interests of equity, that accreditation at NAATI Levels 2 and 3 was awarded on a uniform basis, i.e. by NAATI testing or by NAATI-approved local course;
- c. the fact that Australia leads the world in the training of community interpreters and translators, and that no provision is made to accommodate these particular skills in training courses offered outside Australia;
- d. the existence of recognition mechanisms in the languages for which NAATI currently makes no provision in its testing schedule.

The Authority deferred its final decision on this recommendation pending further discussion.

The Committee also proposed that the next edition of the NAATI Directory include a list of overseas institutions to whose graduates accreditation at Level 4 had so far been granted.

4. Guidelines for NAATI approval of Interpreting/Translating courses

The Committee approved the following additional course guidelines documents (Appendix IX, page 65):-

- The role and composition of NAATI Visiting Parties
- Guidelines for the appointment of staff teaching Level 3 Interpreting/Translating courses
- Guidelines for the approval of additional language streams.

The Committee resolved to commence the revision of all other documentation relating to the approval of interpreting/translating courses.

Number of Persons accredited by Course - 1/7/86 - 30/6/87

<u>STATE</u>		<u>LEVEL 3</u>	<u>LEVEL 2</u>	<u>LEVEL 1</u>	<u>TOTAL</u>
<u>NSW</u>					
Macarthur Institute of Higher Education		1	16	N/A	17
Petersham TAFE	N/A		14	N/A	14
Sydney TAFE	N/A		22	N/A	22
					53
<u>NT</u>					
Darwin Institute of Technology	N/A		6	N/A	6
Casuarina Secondary College	N/A		N/A	2	2
					8
<u>QLD</u>					
University of Queensland	3*	N/A	N/A	N/A	3
					3
<u>SA</u>					
Adelaide TAFE	N/A		19	N/A	19
SACAE	3		0	N/A	3
					22
<u>VIC</u>					
RMIT CAE	2	N/A	N/A	N/A	2
RMIT Technical College	N/A		88	N/A	88
Victoria College	10	N/A	N/A	N/A	10
					100
<u>WA</u>					
Perth Technical College	N/A		36	N/A	36
WACAE	1	N/A	N/A	N/A	1
					37
<u>TOTAL</u>	<u>3*</u>	<u>17</u>	<u>201</u>	<u>2</u>	<u>223</u>

\* Level 4  
N/A not applicable

### B.3 OVERSEAS QUALIFICATIONS

#### Overseas Qualifications Assessment

25 applications were assessed, of which 18 resulted in accreditation.

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

<u>No. of accreditations awarded</u>	<u>Languages covered</u>
--------------------------------------	--------------------------

#### Level 4 Accreditations

Translator into English	3	French, Spanish
Interpreter	1	Italian
Interpreter into English	2	French, German

#### Level 3 Accreditations

Interpreter and Translator	1	Italian
Translator	5	Italian, Turkish, Mandarin
Translator into English	3	French, Spanish
Interpreter	2	Turkish, German
Translator from English	3	French, Mandarin, Spanish

#### Level 2 Accreditations

Translator	3	Danish, Spanish
Interpreter	1	Spanish

Total number of applications received: 54

Total number of applications assessed  
by the Committee: 25

Total number of persons accredited: 18

#### B.4 RECOGNITION

##### 1. Policy on the award of NAATI Recognition at Level 2.

Recognition may now be granted only in special circumstances to applicants who have applied since 31 March 1983. An application for recognition will now be considered only if the eligibility criteria are met and if a NAATI credential is required for the purpose of retaining or obtaining employment as an interpreter/translator. In these circumstances, recognition is available for a five-year term if the language concerned is likely to be included in a future accreditation testing program. In the case of a language which is unlikely to be included in a testing program at any time, recognition is awarded on an indefinite basis.

During the period under review, recognition was awarded in the following languages:

Armenian	2
*Bulgarian	1
Danish	1
Dari	1
Hebrew	1
Hindi	1
*Hungarian	1
*Italian	1
*Korean	2
*Polish	1
Punjabi	1
Swedish	1
*Tagalog (Pilipino)	2
Tamil	1
Urdu	1
*Vietnamese	<u>1</u>

19

\* 5-year term

## B.5 THE NAATI LEVELS STRUCTURE

Early in its existence, the Authority concluded that a pre-requisite for any accreditation system was the determination of a system of levels of proficiency. From this process emerged the new familiar five-level structure which, in its current form, is outlined in Appendix X but which had begun to exhibit some problems. Accordingly, the Authority decided to convene a special joint meeting of its three standing committees to examine this - and several other - broad issues. The meeting was held in Canberra in August 1987, and the outcome will be related in the next Report. During the period under review, however, there were significant developments in this area: -

- The Authority finalised the criteria for accreditation at Level 5, the most senior level in the profession. In so doing, it decided that this level would be beyond testing and be based on demonstrable proficiency in practice in such form as several years of membership of such bodies as the International Association of Conference Interpreters, normally involving regular practice in such organisations as the United Nations. On the basis of these criteria, six people were deemed eligible for Level 5.
- At Level 1 - the bottom end of the spectrum - the Authority decided that it needed to take action to alert potential users of practitioners to the fact that people accredited at this level had very limited skills. It, therefore, discontinued the practice of issuing cards, and replaced them with a suitably worded letter.

It is NAATI's policy to encourage both employers and individuals to aim at Level 3, which the Authority considers to be the first fully professional level. In this connection, NAATI was pleased to note the intention of the NSW Ethnic Affairs Commission to restrict appointments, as far as practicable, to people holding qualifications at this level, and to encourage existing employees to sit for tests at this level at the first opportunity.

- Finally, in respect of "recognition", which does not involve a NAATI test but which is based on experience and is now normally limited to languages in which NAATI rarely or never tests, the Authority decided to allow individuals to seek recognition in more than one language if they wished.

## PART C: CONCLUSION

From the above, it will be seen that the year 1986/1987 was a very successful one during which the Authority not only underwent major re-structuring in order to address the tasks confronting it but also took considerable steps to address the tasks themselves. In so doing, it made progress beyond that expected of it; for example, the emergence of the national professional association seems imminent approximately two years in advance of the time envisaged in the Five-Year Plan.

At the same time, considerable improvement occurred in the Authority's financial position, especially given that early in 1986 it had been seriously considering closing down. Nevertheless, the Authority has only minimal reserves, and is very sensitive to several factors largely beyond its control such as interest rates and the timing of the payment of government contributions. Thus, it is unlikely ever to become affluent, and the year 1987/1988 looms as one holding particular problems arising from special circumstances such as the early emergence of the national professional association and the need to provide support, both in money and in kind; and the general need for the Authority to be more visible. These circumstances provoked a more entrepreneurial approach in several matters such as:

- collaborating with the new Office of Multicultural Affairs;
- investigating the possibility of marketing computer software; and
- exploring the possibility of functioning as a clearing-house for glossaries and videotapes related to the profession.

Approved for printing and distribution at the meeting of the Board of Directors on 2 June 1986.

P. Martin	Chairman
J. Blewett	Director
L. Kempner	Director
A. Restuccia	Director
P. Sinclair	Executive Director

APPENDICES

## APPENDIX 1

### NAATI PERSONNEL

#### 1. MEMBERS OF THE COMPANY

H. Robert H. Downey (to 5 December 1986)  
(former Director, Department of Ethnic Affairs, Queensland)

Peter B. Eyles  
(First Assistant Secretary, Ethnic Affairs Division, Commonwealth  
Department of Immigration and Ethnic Affairs)

Bruno Krumins, AM (to 5 December 1986)  
(retired Chairman, SA Ethnic Affairs Commission)

Arthur J.L. Marshman (from 5 December 1986)  
(Director, Department of Ethnic Affairs, Queensland)

James E. Moore, MA, LLB (Syd.)  
(Assistant Secretary, NSW Premier's Department)

Matthias Ngui  
(Acting Deputy Commissioner, Multicultural and Ethnic Affairs Commission of  
WA)

George Papadopoulos, LLM (Melb.)  
(Chairman, Victorian Ethnic Affairs Commission)

Michael Z. Schulz, AM (from 5 December 1986)  
(Chairman, SA Ethnic Affairs Commission)

Karle L. Underwood (to 5 December 1986)  
(Executive Officer, Multicultural Affairs Office, Tasmanian Department for  
Community Welfare)

#### 2. BOARD OF DIRECTORS

Peter M. Martin, B.Sc.Agr. (Hons), M.Sc.Agr., Ph.D., Dip. Ed., M.A.I.A.S.,  
Chairman. (Executive Member (Academic), NSW Higher Education Board)

Jill Blewett, B.A. (Hons), M.A. (Oxon.)  
(Co-ordinator, Interpreting/Translating Department, SA College of  
Advanced Education)

Lorna M. Kempner  
(Freelance interpreter, Melbourne)

Anthony J. Restuccia, LLB Dip Crim (Syd.)  
(Senior Solicitor, Prosecution and Special Litigation Branch, NSW  
Crown Solicitor's Office)

### 3. NAATI COMMITTEES

#### Professional Development Committee

Meetings: 14 April, 12 May, 16 June 1987 (all in Sydney).

Membership:

- Mr. A.J. Restuccia\*
- Dr. P.M. Martin
- Mr. Stuart Campbell, Senior Lecturer in Community Languages, Macarthur Institute of Higher Education, Sydney
- Mr. Steven Karas, Assistant Director, Queensland Department of Ethnic Affairs
- Dr. Jane Munro, Director, Institute of Languages, University of N.S.W.
- Mrs. Valerie Taylor-Bouladon, free-lance practitioner, Canberra
- Mr. Jan Wikstrom, free-lance practitioner, Sydney.

Special Consultant: Mr. Vladimir Menart, solicitor, Sydney.

#### Advisory Committee on Testing

Meetings: 1 November, 29 November 1986, 29 January, 12 February, 9 March, 4 April, 30 May, 27 June 1987 (3 in Canberra, 5 in Melbourne).

Membership:

- Mrs. L. Kempner\*
- Dr. Michael Sawer, Principal Lecturer, Modern Languages, Canberra CAE
- Ms. Jelena Bogdanovic, Co-ordinator, Interpreter Services, Victorian Department of Education, Melbourne
- Mr. Adolfo Gentile, Co-ordinator for BA Interpreting and Translation Courses, Victoria College, Melbourne
- Mr. Klaus Hermes, Ethnic Health Advisor, Health Department of Victoria, Melbourne.

#### Qualifications and Assessment Advisory Committee

Meetings: 13 October, 5 November 1986, 19/20 February, 5 June 1987 (2 in Canberra, 2 in Melbourne).

Membership:

- Mrs. J. Blewett\*
- Mr. Peter Davidson, Director, Japanese Language Proficiency Unit, Department of Japanese and Chinese Studies, University of Queensland, Brisbane
- Mrs. Pat Guthrie, Head, School of Communication and Social Science, RMIT Technical College, Melbourne
- Mr. Klaus Hermes (first two meetings only - transferred to Advisory Committee on Testing).

\* Chairperson

#### 4. STAFF

##### Central Office (Canberra):

###### Executive Secretary:

Paul Sinclair, B.A., Dip. Ed. (Syd).

###### Registrar:

Sherrill J. Bell, B.A. (Hons) (U.W.O), M.A. (UNE).

###### Project Officer:

Christine M. Moore, B.A. (Hons) (ANU).

###### Project Officer:

Anne V. Looker, Dip. d'Etudes Francaises (Lille/Paris).

###### Administrative Officer (Finance and Personnel):

Eugenia E. Krikonis.

###### Computer Systems Officer:

Paula Jovicic.

###### Computer Systems Officer:

Mirela Sharrock, (Dip.Lic.) (Bucharest) (from 23 January 1987).

###### Receptionist/Clerical Assistant:

Lisa Reimers (to 10 September 1986).

Mirela Sharrock (Dip.Lic.)(Bucharest) (from 18 September 1986 to 22 January 1987)

Jane L. Livingstone (From 20 January 1987)

###### Casual assistance during the period was provided by:

Domenic Braybon, Antoinetta Domenici, Nadia Domenici, Angela Gray, Anthony Hill, Areetie Krikonis, Fiorella Marcantonio, Elizabeth Sinclair, Pilar Varela, Tanya Wilson, Shannon Woppard.

##### ACT Regional Office:

###### Regional Officer:

Irene Delofski (to 13 March 1987).

Gina Jeffrey T.E.A.S.L. (Darwin Coll.), B.Ed. (Canb. CAE) (from 13 March 1987)

##### NSW Regional Office:

###### Regional Officer:

Vesna R. Hindley-Noble (to 25 July 1986).

Vincent K. Cheung, M.A.(Exeter), Dip.T.E.F.L. (Leeds), Dip.Ed. (H.K.U) (from 11 August 1986 to 14 May 1987).

Margaret A. Tresidder, B.Bus (NSWIT) (from 20 May 1987).

###### Casual assistance during the period was provided by:

Meaghan Brown, Lila Buddee, Anna Mannino-Paskett, Warwick Rodden, Pauline Schneeberger.

##### NT Regional Office:

###### Regional Officer:

Rasjida Durham, Marbeth Secretarial Agency, Darwin (to 7 June 1987).

##### QLD Regional Office:

###### Regional Officer:

Birgit King-Martin.

##### SA Regional Office:

###### Regional Officer:

Pamela M. Burns, B.A. (I/T)(Vic.Coll) (to 5 March 1987).

Cheryl Appelkamp, Dip. K.T.C. (Adel.) (from 9 February 1987).

TAS Regional Office:

NAATI did not operate a Regional Office in Tasmania during the period. The Victorian Regional Officer was on-call for Tasmanian matters.

VIC Regional Office:

Regional Officer:

Anita Buczkowsky, B.A. (Monash), B.A. (I/T)(Vic.Coll.)  
(to 1 August 1986).

Barry Turner, B.A. (WAIT)(from 4 August 1986)

Casual assistance during the period was provided by:

Genevieve Messenger, Christina San-Martin, Yvonne Yodgee.

WA Regional Office:

Regional Officer:

Susan Bessell-Browne, Dip.Fr. (Perugia).

## 5. TESTING

The following persons were appointed to assist NAATI in the setting and marking of its tests during the period:

Dr. J. Abela	Mr. R. Frey
Prof. A. Ackroyd	Mr. W. Frick
Mrs. A. Adams	Mr. N. Galanos
Mr. A. Almatrah	Mr. S. Gallos
Ms. N. Andrews-Hay	Dr. S. Gauntlett
Mr. L. Bagg	Mrs. L. Gelbak
Mrs. A. Banyansz	Mrs. A. Gelperowicz
Mrs. G. Barrett	Mr. G. Gencer
Mr. E. Bazzi	Mr. A. Gentile
Mrs. M-R. Bedewi	Mrs. G. Gerbin
Ms. J. Bennett	Mrs. E. Gibas
Dr. J. Birnberg	Mr. L. Ginori
Major P. Blackburn	Mrs. Z. Golebiowski
Mr. A. Blasi	Mrs. M. Gruszka
Ms. J. Blewett	Mr. W. Grynglas
Dr. Z. Bodolai	Mrs. M. Gurgone
Dr. G. Boffa	Mr. A. Hamadeh
Mrs. L. Boffa	Ms. S. Hamilton-Smith
Ms. J. Bogdanovich	Dr. M. Harvey
Mrs. R. Borthwick	Dr. T. Hegyi
Dr. M. Brandle	Mr. K. Hermes
Mrs. N. Brereton	Ms. L. Honan
Mr. L. Budak	Dr. M. Honari
Mr. J. Budiman	Mrs. R. Hood
Mr. J. Burke	Mrs. S. Hovell
Dr. K. Buu	Mr. V. Huerta
Mr. C. Camilleri	Mr. V. Huynh
Mr. S. Campbell	Mr. R. Ireland
Mr. J. Carrascalao	Mr. R. Jeanes
Mrs. A. Chow	Mrs. S. Johns
Mr. J. Chrystello	Mr. M. Jones
Mr. P. Coen	Mr. A. Kalotas
Dr. J. Collins	Mr. S. Karakira
Mr. A. Corboz	Mr. P. Kikirekov
Mrs. P. Curmi	Mr. K. Kiriloff
Mrs. E. Dalton	Dr. G. Klim
Mrs. L. D'Ambrosio-Matelllicani	Mrs. F. Kontrobarsky
Mr. P. Davidson	Mrs. H. Koscharskij
Mr. J. De Castro Lopo	Dr. L. Kouzmin
Mrs. J. Del Mela	Mrs. K. Koyunoglu
Dr. P. Denham	Dr. E. Kunz
Ms. S. Dennett	Mrs. S. Labib
Ms. M. Deschamps-Weary	Ms. A. Lavotha
Mr. P. Diaz	Mr. V. Le
Mr. B. Doan	Mr. B. Lewis
Mr. V. Dubossarsky	Mr. P. Lewis
Prof. R. Ebied	Ms. H. Linnert
Mr. J. Fanaian	Mr. J-M Lopez
Mr. D. Ferber	Ms. G. Louch-Schroefel
Mr. J. Ferris	Mr. J. Lovett
Mr. C. Fifis	Mrs. C. Mahle
Mr. B. Filipovich	Mr. N. Marovich
Mr. J. Flynn	Dr. D. Marr
Miss A. Fratta	Mrs. E. Marshall

Dr. V. Matheson	Mr. J. Seyed-i-Isfahani
Ms. A. Mauro	Mr. S. Shamat
Mrs. E. McGilvray	Ms. M. Silveira
Ms. A. Milman	Mrs. I. Smit
Ms. B. Modesto	Mrs. E. Soos
Mrs. M. Mojic	Mrs. K. Steiner
Mr. M. Moses	Mr. R. Stevanoni
Mr. W. Motyka	Dr. G. Strauss
Ms. I. Moutinho	Mrs. B. Sussex
Mr. A. Mustafa	Prof. R. Sussex
Mr. M. Nasir	Mr. A. Tan
Mr. P. Nguyen	Mr. C-P Tang
Mr. S. Nguyen	Mrs. V. Taylor-Bouladon
Mr. V. Nguyen	Mrs. F. Temur
Mr. P. Nguyen-Hoang	Mr. B. Theam
Mrs. T. Nikolic	Mr. B. Thei
Dr. C. Noble	Mr. T. Thong
Mrs. C. North-Samardzic	Prof. H. Tisch
Mrs. J. O'Callaghan	Mr. G. Toselli
Mrs. E. Oakley	Sr. M. Tran
Mr. V. Ojala	Mr. F. Trinh
Mrs. H. Ozcan	Mrs. M-R Tse
Mr. M. Ozcan	Dr. P. Tuffin
Mr. D. Padilla	Ms. M. Tung
Mr. Z. Palcic	Mr. B. Turner
Mrs. P. Panasbodi	Mr. H. Uchiyama
Mr. P. Patradoon	Ms. B. Ulmer
Miss A. Pavan	Ms. E. Valverde
Mrs. K. Pazdzior	Mr. J. Vasilakakos
Mr. B. Pelekanakis	Ms. U. Vorst
Mrs. S. Petale	Mrs. A. Waldmann
Mr. D. Peters	Dr. E. Watt
Mr. T. Poumirath	Ms. S. Wharton
Dr. M. Piccioli	Dr. R. Witton
Mrs. M. Potocki	Ms. P. Woods
Mrs. A. Radford	Mr. Y. Xu
Mr. B. Reynolds	Mrs. K. Young
Dr. H. Riazi	Mrs. V. Zabukovec
Mrs. A. Rodriguez-Orona	Mrs. D. Zakarija
Mrs. L. Rossi Gori	Mr. N. Zakarija
Mr. R. Rubichi	Ms. J. Zhou
Mr. G. Samuel	
Dr. M. Sawer	
Mrs. Y. Sayeg-Sedgman	

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

Note: The full text of the Memorandum and Articles appeared in the Report for the period ended on 31 December 1984. The present Appendix contains the information considered to be of most interest to readers, and includes amendments made in mid-1986.

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, remove or amend an existing one accordingly;
- (g) establish a licensing scheme for accredited translators and interpreters who meet prescribed standards of professional competence and ethical behaviour;

- (h) adopt existing policies and procedures established by the Committee; and
- (i) 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 course 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;
- (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;
- (ad) To establish such standing and other committees as it may consider appropriate or necessary for the proper transaction of its business; and
- (ae) To maintain a list of persons licensed in accordance with the established procedures and to add, amend or remove entries as appropriate.

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.

ARTICLES OF ASSOCIATION

of

NATIONAL ACCREDITATION AUTHORITY FOR  
TRANSLATORS AND INTERPRETERS Ltd.

Membership of the Authority

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

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.

Directors and Management of the Authority

29. (1) The Authority and the operations, affairs and property thereof shall be under the direction of a Board of Directors, who shall number four (4).

(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 Directors shall be appointed by the Commonwealth through the Commonwealth Minister, after consultation with the State Ministers.

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

(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.

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.

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, but shall not hold office for more than three consecutive terms, although he may be re-appointed after at least one term's absence from the Board.

#### 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.

#### Proceedings of the Board

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

State Advisory Panels on Translating and Interpreting: Role and Structure

1. Role of the State Advisory Panels

Consistent with the change from the original title (State Assessment Panels for Translators and Interpreters), the SAPTIs now constitute a key element of the overall NAATI organisation in two ways: -

- (a) by operating as a significant two-way channel of communication by
  - (i) identifying local problems and needs, and referring them to NAATI for resolution; and
  - (ii) receiving information from NAATI about policies and initiatives and, in turn, distributing appropriate information within their area; and
- (b) by operating as the promotional arm of NAATI at the State level.

2. Functions of a State Advisory Panel

- (a) to promote among the general public, practitioners and the users of practitioners an understanding of the profession of interpreting and translating and of NAATI's role in relation to that profession;
- (b) to advise NAATI regularly on the needs of local employers and the local communities for qualified translators and interpreters, and on the levels and languages in which NAATI should test in the ensuing year;
- (c) to encourage employers to demand the appropriate NAATI qualifications for any position requiring language skills in those languages tested by NAATI and/or testable by NAATI on request;
- (d) to promote the development of the profession generally, including
  - (i) encouraging greater communication with and among interested parties, including relevant community organisations;
  - (ii) fostering the emergence of a local branch of a national professional association; and
  - (iii) conducting workshops aimed at enhancing the professional skills and awareness of practitioners and aspirants to the profession;
- (e) to assist the Regional Officer, language panels and boards of examiners in the conduct of tests;
- (f) to assist the Regional Officer in the provision of counselling;

- (g) to make reports or recommendations to NAATI on matters associated with the above functions or on matters specifically referred by NAATI; and
- (h) to report annually to NAATI on its activities.

### 3. Structure and Procedure

- (a) A SAPTI shall consist of no fewer than six or more than fifteen members, depending on the local situation.
- (b) The members, including the Chairman and Deputy Chairman, shall be appointed by the NAATI Board of Directors, after appropriate consultation.
- (c) In the interest of continuity, the terms of office shall be as follows -
  - (i) for a first appointment: two or three years,
  - (ii) for a normal appointment: three years,
  - (iii) for a casual vacancy: for the remainder of the relevant term of office,with no member holding uninterrupted office for more than two consecutive terms as an appointment under (i) or (ii).
- (d) The membership shall consist of people drawn from the following groups:
  - (i) practitioners - these shall constitute the largest single group,
  - (ii) people teaching NAATI-accredited courses,
  - (iii) employers/users of practitioners,
  - (iv) NAATI language panels/examining boards,
  - (v) professional associations,
  - (vi) community organisations such as the Ethnic Communities Council.
- (e) Meetings shall be held at least four to six times annually, with due regard to a committee structure where applicable.
- (f) Appointments to the SAPTI are made on an individual basis, and substitution or co-option to the actual State Advisory Panel is not permitted, but committees established by the Panel may include representatives and co-opted persons at the discretion of the Panel.
- (g) Given the nature of NAATI, membership of a SAPTI, like membership of the Board of Directors, does not carry with it any remuneration.

### 4. Relationship with NAATI Regional Office

The Regional Office will facilitate the functions of the SAPTI, in particular -

- (a) by servicing its meetings; and
- (b) by acting as a channel of communication with NAATI,

but shall operate essentially as the local branch office of the NAATI Central Office, with the Regional Officer being directly responsible to the Executive Director.

FINANCIAL STATEMENTS, 1986/87

The above document, which immediately follows this statement, reports a net operating loss for the year of \$27,312, or very slightly less than one-half of that incurred for the preceding year. While this represents an improvement (by \$28,479), it should also be viewed in comparison with the income and expenditure statement incorporated in the body of this report. That statement shows a cash surplus of \$70,133 for the year in comparison with a small deficit (\$12,101) for the preceding year, which represents a much more significant improvement (by \$82,234).

Both documents reveal certain common trends: -

- a substantial increase (by nearly 50%) in government revenue;
- a substantial increase (by over 100%) in non-government revenue, which accounted for \$3 of revenue out of every \$8; and
- a substantial increase (by about 50%) in expenditure.

There remains, however, a major apparent discrepancy (\$97,445) between the cash surplus and the audited operating loss. A major factor is the method of financial reporting, which is described, in part, in Note 1 to the statements. Under this method, the Company has been treating, for audit purposes, as working capital rather than funds for expenditure an amount of \$110,000 carried forward from the period when NAATI was unincorporated.

NATIONAL ACCREDITATION AUTHORITY FOR  
TRANSLATORS AND INTERPRETERS LTD.

(A Company Limited By Guarantee)

AUDIT REPORT

We have audited the accompanying accounts, being the Balance Sheets, Profit & Loss Statement and Statement by Directors in accordance with Australian Auditing Standards.

In our opinion:

- a) the accounts are properly drawn up in accordance with the provisions of the Companies Act 1981 and so as to give a true and fair view of:
  - i) the state of affairs of the Company at 30th June, 1987 and of the loss of the Company for the year ended on that date;
  - ii) the other matters required by Section 269 of the Act to be dealt with in the accounts;

and are in accordance with Australian Accounting Standards and applicable approved accounting standards.

- b) the accounting records and other records, and the registers required by that Act to be kept by the Company have been properly kept in accordance with the provisions of the Act.

HARDWICKE'S  
Chartered Accountants



P.G. DRIVER, B. Comm., F.C.A.  
Registered Company Auditor

NATIONAL ACCREDITATION AUTHORITY FOR  
TRANSLATORS AND INTERPRETERS LTD.

(A Company Limited By Guarantee)

DIRECTORS' REPORT

Your directors submit their report made in accordance with a resolution of the directors with respect to the financial accounts for the year ended 30th June, 1987.

1. DIRECTORS

The names of the Directors of the Company at the date of this report are:

Jill Blewett  
Lorna Kempner  
Peter Martin  
Anthony Restuccia

(Refer Attachment 1 to this report for Section 270 (3A)  
Directors' Particulars)

2. PRINCIPAL ACTIVITIES

There have been no significant changes in the nature of the principal activities of the Company, which during the year were 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 to another.

3. LOSS FROM OPERATIONS

The net operating loss of the Company for the financial year ended 30th June, 1987 was \$27,312 (1986 \$55,791).

4. DIVIDENDS

The Memorandum and Articles of Association prohibit the payment of dividends to members of the Company.

5. OPERATIONS REVIEW

In 1987, the Company's turnover increased by 60% to \$792,016. With such dramatic growth and given that this was the first year in the Company's 5 year plan, it was very difficult to budget for. While the Company did incur a loss of \$27,312, this is an improvement on the 1986 loss of \$55,791.

6. STATE OF AFFAIRS

The loss incurred by the Company in 1987 has resulted in the Company's working capital deficit deteriorating from a \$39,438 deficit in 1986 to a \$82,978 deficit in 1987.

7. EVENTS SUBSEQUENT TO THE END OF THE FINANCIAL YEAR

At the date of this report, no matter or circumstance has arisen since the end of the financial year that could significantly affect:

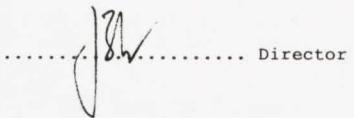
- i) the operations of the Company
- ii) the results of those operations, or
- iii) the state of affairs of the Company

in the financial year to end 30th June, 1988.

On behalf of the Board



..... Director



..... Director

Date: 5 December 1987

NATIONAL ACCREDITATION AUTHORITY FOR  
TRANSLATORS AND INTERPRETERS LTD.

(A Company Limited By Guarantee)

STATEMENT BY DIRECTORS

1. In the opinion of the Directors of the National Accreditation Authority for Translators and Interpreters Ltd:

- a) The accompanying Profit and Loss Account is drawn up so as to give a true and fair view of the loss of the Company for the financial year ended 30th June, 1987.
- b) The accompanying Balance Sheet is drawn up so as to give a true and fair view of the state of affairs of the Company as at the end of the financial year and,
- c) At the date of this statement, there are reasonable grounds to believe that the Company will be able to pay its debts as and when they fall due.

2. The accompanying accounts, being the Profit and Loss Account and Balance Sheet, have been made out in accordance with applicable approved accounting standards.

Signed in accordance with a  
resolution of Directors

Date: 5 December 1987

.....  
B. H. ....  
Director

.....  
J. M. ....  
Director

NATIONAL ACCREDITATION AUTHORITY FOR  
TRANSLATORS AND INTERPRETERS LTD.

(A Company Limited By Guarantee)

BALANCE SHEET AS AT 30TH JUNE, 1987

<u>1986</u>		<u>Note</u>	<u>1987</u>
\$	<u>CURRENT ASSETS</u>		\$
50,385	Cash	2	64,231
894	Receivables	3	1,304
<u>51,279</u>	<u>TOTAL CURRENT ASSETS</u>		<u>65,535</u>
	<u>NON-CURRENT ASSETS</u>		
45,057	Property, Plant and Equipment	4	64,305
<u>45,057</u>	<u>TOTAL NON-CURRENT ASSETS</u>		<u>64,305</u>
<u>96,336</u>	<u>TOTAL ASSETS</u>		<u>129,840</u>
	<u>CURRENT LIABILITIES</u>		
15,711	Creditors and Borrowings	5	81,601
75,006	Other	6	66,912
<u>90,717</u>	<u>TOTAL CURRENT LIABILITIES</u>		<u>148,513</u>
	<u>NON-CURRENT LIABILITIES</u>		
11,870	Provisions	7	14,890
<u>11,870</u>	<u>TOTAL NON-CURRENT LIABILITIES</u>		<u>14,890</u>
<u>102,587</u>	<u>TOTAL LIABILITIES</u>		<u>163,403</u>
<u>(\$6,251)</u>	<u>NET ASSETS</u>		<u>(\$33,563)</u>
<u>=====</u>			<u>=====</u>
	<u>EQUITY</u>		
<u>(6,251)</u>	Accumulated Losses		<u>(33,563)</u>
<u>(\$6,251)</u>	<u>TOTAL EQUITY</u>		<u>(\$33,563)</u>
<u>=====</u>			<u>=====</u>

NATIONAL ACCREDITATION AUTHORITY FOR  
TRANSLATORS AND INTERPRETERS LTD.

(A Company Limited By Guarantee)

NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30TH JUNE, 1987

NOTE 1 - ACCOUNTING POLICIES

a) 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 of the Companies Code and with the applicable approved accounting standards.

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 and who are expected to qualify for their entitlements.

<u>1986</u>	<u>NOTE 2 - CASH</u>	<u>1987</u>
114	Cash on Hand	838
(2,031)	Australian Capital Territory	(45,389)
897	New South Wales	1,708
(153)	Victoria	2,950
541	South Australia	(201)
419	Western Australia	362
157	Northern Territory	96
300	Queensland	306
131	Tasmania	-
50,010	C.P.S. Investment Account	103,561
\$50,385		\$ 64,231
=====		=====

NATIONAL ACCREDITATION AUTHORITY FOR  
TRANSLATORS AND INTERPRETERS LTD.

(A Company Limited By Guarantee)

NOTES TO AND FORMING PART OF THE ACCOUNTS (CONT'D)

<u>1986</u>	<u>NOTE 3 - RECEIVABLE CURRENT</u>	<u>1987</u>
585	Prepayments	1,086
309	Interest Receivable	218
<u>\$ 894</u>		<u>\$ 1,304</u>
<u>=====</u>		<u>=====</u>

NOTE 4 - PROPERTY, PLANT AND EQUIPMENT

11,155	Furniture and Fittings	18,230
1,923	Less Accumulated Depreciation	3,440
<u>9,232</u>		<u>14,790</u>
54,580	Office Equipment	78,363
18,755	Less Accumulated Depreciation	28,848
<u>35,825</u>		<u>49,515</u>
<u>\$45,057</u>	<u>Total Property, Plant and Equipment</u>	<u>\$64,305</u>
<u>=====</u>		<u>=====</u>

NOTE 5 - CREDITORS AND BORROWINGS

\$15,711	Trade Creditors	\$81,601
<u>=====</u>		<u>=====</u>

NOTE 6 - OTHER

13,395	Accrued Annual Leave	20,241
15,657	Accruals : General	20,941
45,954	Exam Fees in Advance	25,730
<u>\$75,006</u>		<u>\$66,912</u>
<u>=====</u>		<u>=====</u>

NOTE 7 - PROVISIONS

\$11,870	Provision for Long Service Leave	\$14,890
<u>=====</u>		<u>=====</u>

NOTE 8 - TASMANIAN REGIONAL OFFICE

In the 1986 financial year, the functions of the Tasmanian Office were performed under contract by a Hobart secretarial agency. This arrangement was discontinued from 30 June, 1986, with the Tasmanian operations being run from the Victorian Regional Office. It has been decided that from August, 1987, the Tasmanian Regional Office will be re-opened.

NATIONAL ACCREDITATION AUTHORITY FOR  
TRANSLATORS AND INTERPRETERS LTD.

(A Company Limited By Guarantee)

PROFIT AND LOSS STATEMENT FOR THE YEAR ENDED 30TH JUNE, 1987

<u>1986</u>		<u>1987</u>
\$	\$	\$
<u>GOVERNMENT GRANT INCOME</u>		
172,000	Commonwealth Government	255,000
70,631	New South Wales State Government	90,273
45,864	Victorian State Government	67,996
4,914	Tasmanian State Government	7,285
15,237	South Australian State Government	22,590
15,499	Western Australian State Government	22,978
2,026	Northern Territory	2,254
25,000	Queensland State Government	41,624
		<u>510,000</u>
<u>NON-GOVERNMENT INCOME</u>		
<u>TEST-RELATED INCOME</u>		
-	Level 1	16,689
19,615	Level 2 - Admission	17,635
12,580	- Translation	41,210
17,530	- Interpreting	34,788
7,185	Level 3 - Admission	-
12,155	- Translation	36,609
8,255	- Interpreting	36,745
-	Level 4 - Translation	10,200
2,900	"On Demand" Tests	6,070
10,119	Sale of Sample Tests	17,597
310	90,649	Counselling and Review
		<u>735</u>
		<u>218,278</u>
<u>OTHER INCOME</u>		
4,420	Application Fees	14,390
-	Late Application Fee	2,700
490	Overseas Qualifications	1,120
406	Recognition Fees	452
4,520	Certificate Renewal	3,855
5,795	Sale of Initial Certificates	4,875
6,185	Accreditation by Local Course	6,970
9,323	Sale of Directory	5,400
89	Sale of Annual Report	16
(8,355)	(Loss) on Sale of Fixed Assets	-

NATIONAL ACCREDITATION AUTHORITY FOR  
TRANSLATORS AND INTERPRETERS LTD.

(A Company Limited by Guarantee)  
PROFIT AND LOSS STATEMENT (CONT'D)

			<u>Note</u>	
\$	\$		\$	\$
12,259		Interest		23,157
542	35,674	Sundry		203
		TOTAL INCOME		63,738
				\$792,016
		<u>LESS TESTING RELATED EXPENSES</u>		
515		Setting - Admission		1,948
4,057		- Translation		8,064
9,443		- Interpreting		7,684
2,286		Tape Purchase/Recording/Duplication/ Erasure		8,516
3,467		Hire of Test Venues/Equipment		1,591
9,897		Supervision/Invigilation/ Live Examiners/ Readers/Actors		33,669
8,336		Marking - Admission		24,624
21,659		- Translation		102,575
17,483		- Interpreting		16,672
925	78,068	Miscellaneous		3,855
				209,198
		<u>LESS OPERATING EXPENSES AUSTRALIA</u>		
20,088		Travel		51,451
2,718		Board and Lodging		6,868
2,183		Hire of Meeting Venues		1,919
847		Auditor's Remuneration		
2,400		- Audit		6,250
10,245		- Other Services		11,537
10,195		Computer Consultant		14,988
22,568		Legal Fees		1,421
12,187		Printing		27,480
225,625		Agency Fees		10,000
4,886		Salaries - Permanent/Contract		284,366
4,656		- Casual		44,457
(2,571)		- Overtime		1,916
9,907		Long Service Leave	1 d	3,020
14,596		Superannuation		4,139
1,567		Payroll Tax		17,067
24,471		Bank Charges		4,237
		Office-Rental		33,444

NATIONAL ACCREDITATION AUTHORITY FOR  
TRANSLATORS AND INTERPRETERS LTD.  
(A Company Limited By Guarantee)  
PROFIT AND LOSS STATEMENT (CONT'D)

<u>1986</u>		<u>1987</u>
\$	\$	\$
2,569	Office-Upkeep	4,170
9,711	-Other	-
2,601	Electricity	4,039
13,003	Telephone	16,286
19,566	Postage	25,480
5,008	Typing-External	7,239
14,701	Depreciation	1 c 11,624
1,688	Equipment - Maintenance	4,509
66	- Hire	637
467	Books Purchased	219
3,717	Advertising	3,270
12,135	Directors' Fees	-
2,874	Insurance	4,993
-	Interest	234
543	Miscellaneous	2,870
<u>\$533,285</u>	<u>TOTAL EXPENSES</u>	<u>\$819,328</u>
<u>(\$55,791)</u>	<u>LOSS FOR THE YEAR</u>	<u>(\$27,312)</u>
<u>\$49,540</u>	<u>ACCUMULATED PROFITS (LOSSES) AT THE BEGINNING OF THE FINANCIAL YEAR</u>	<u>(\$ 6,251)</u>
<u>(\$ 6,251)</u>	<u>ACCUMULATED LOSSES AT THE END OF THE FINANCIAL YEAR</u>	<u>(\$33,563)</u>
=====		=====

**NATIONAL ACCREDITATION AUTHORITY FOR  
TRANSLATORS AND INTERPRETERS LTD.  
(A Company Limited By Guarantee)  
SOURCE AND APPLICATION OF FUNDS  
FOR THE YEAR ENDED 30TH JUNE, 1987**

<u>1986</u>	<u>1987</u>	
\$	\$	
<b>FUNDS WERE DERIVED FROM:</b>		
477,494	Inflow of Funds from Operations	792,016
512,800	Less Outflow of Funds from Operations	804,697
(35,306)	<b>FUND DEFICIENCY FROM OPERATIONS</b>	<b>(12,681)</b>
3,620	Proceeds from Sale of Fixed Assets	-
9,276	Decrease in Cash	-
2,356	Decrease in Other Debtors	-
-	Increase in Annual Leave Provision	6,846
9,540	Increase in Other Creditors	5,284
3,734	Increase in Income Received in Advance	-
-	Increase in Trade Creditors	65,889
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\$ 13,220	<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 65,338</b>
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<b>FUNDS WERE APPLIED TO:</b>		
-	Increase in Other Debtors	410
-	Increase in Cash	13,846
4,260	Non-Current Assets Purchased	30,858
8,960	Decrease in Trade Creditors	-
-	Decrease in Income Received in Advance	20,224
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\$ 13,220	<b>TOTAL FUNDS APPLIED</b>	<b>\$ 65,338</b>
<hr style="border-top: 1px solid black; border-bottom: none; border-left: none; border-right: none;"/>	<hr style="border-top: 1px solid black; border-bottom: none; border-left: none; border-right: none;"/>	

ATTACHMEMT 1: DIRECTORS' PARTICULARS

<u>NAME</u>	<u>QUALIFICATIONS</u>	<u>SPECIAL RESPONSIBILITIES</u>	<u>SHARES IN THE COMPANY</u>	<u>CONTRACTS/PROPOSED CONTRACTS WITH COMPANY</u>
Jill Blewett	Lecturer	Director	Nil	Nil
Lorna Kempner	Freelance Interpreter	Director	Nil	Nil
Peter Martin	Statutory Officer	Chairman	Nil	Nil
Anthony Restuccia	Solicitor	Director	Nil	Nil

SCHEDULE OF OPERATING EXPENSES BY STATES

	ACT		NSW		VIC		TAS		S A		W A		N T		Q L D		AUSTRALIA	
	1986	1987	1986	1987	1986	1987	1986	1987	1986	1987	1986	1987	1986	1987	1986	1987	1986	1987
Travel	20088	51451															20088	51451
Board and Lodging	2718	6868															2718	6868
Hire of Meeting Venues	2183	1919															2183	1919
Auditors Remuneration																	2400	6250
- Audit	2400	6250															10245	11537
- Other Services	10245	11537															10195	14988
Computer Consultants	10195	14988															847	1421
Legal	847	1421															18485	22793
Printing	18485	22793	1771	2115	1651	1531			340	181	289		86	480	326	22568	27480	
Agency Fees							3562						8625	10000			12187	10000
Salaries - Permanent	142630	183461	26441	32271	22755	26492			15330	17405	11550	14433			6919	10304	225625	284366
- Casual	3475	26326	822	10470	525	3488			64	4123		50					4886	44457
- Overtime	867	1078	1382	838	2024	-			50		333						4656	1916
Long Service Leave	1979	3020	(4550)														(2571)	3020
Superannuation	3675	3069	5122	391					1110	679							9907	4139
Payroll Tax	6581	9628	3994	3546	2301	2404			768	617	558	386		6	394	480	14596	17067
Bank Charges	1328	3623	49	133	70	253	33		29	44	23	60	32	44	3	80	1567	4237
Office - Rental	12502	18345	5766	6504	5387	7967			816	628							24471	33444
- Upkeep	2513	4107	56	-		63											2569	4170
- Other	8207	2018	436	288	733	390	269		270	13	154	112	174	15	11	34	10254	2870
Electricity	2397	3276	204	226		537											2601	4039
Telephone	8632	10241	1827	2615	1646	1716			337	767	1	560		947	13003	16286		
Postage	16225	20309	567	1459	1474	1588	65		102	636	505	327	159	325	469	836	19566	25480
Typing - External	5008	7239															5008	7239
Depreciation	13771	10693	440	394	291	274	8		7	79	58	63	25	23	101	98	14701	11624
Equipment - Maintenance	1231	3448	126	164	273	495			58	82			87		233	1688	4509	
- Hire	66	637															66	637
Books Purchased	467	219															467	219
Advertising	-	3717	2997				273										3717	3270
Directors' Fees	12135	-															12135	-
Interest	-	234															-	234
Insurance	2829	4993							45								2874	4993
	317396	436188	44453	61414	39130	47471	3937	-	16620	23257	15728	17876	9016	10586	8937	13338	455217	610130

1986/87 TESTING PROGRAM: RATES OF ACCEPTANCE OF  
INVITATIONS AND OF PASSES IN TESTS

Test	Data	Number of Test Invitations Issued	Acceptances		Passes	
			Number	Proportion of Invitat. (%)	Number	Proportion of Accept. (%)
<u>Level 1</u>		2002	304	15.18	160	52.63
<u>Level 2 (admission)</u>						
Paper 1 (written)		2590	459	17.72	272	59.26
Paper 2 (oral)		3087	503	16.29	244	48.51
<u>Level 2</u>						
Translation		2102	706	33.58	284	40.23
Interpreting		1980	640	32.32	322	50.31
<u>Level 3</u>						
Translation						
- Paper 1(a)		1980	567	28.64	198	34.92
- Paper 2(b)		1793	500	27.89	168	33.60
Interpreting		1894	313	16.53	87	27.80
<u>Level 4</u>						
Translation						
- Paper 1(a)		46	31	67.39	20	64.52
- Paper 2(b)		80	39	48.75	14	35.90

(a) into the other language  
 (b) into English

NOTE

Care should be taken in interpreting this table, which is based on the detailed statistical tables which follow. In particular, attention is drawn to the following:

- (i) The statistics do not relate directly to people as many people sit for more than one paper (or part thereof).
- (ii) In some instances, the statistics are composites. For example, those relating to Level 2 (translation) where, except for ideographic languages, candidates must sit for papers in both language directions. However, those for Level 3 and 4 translation have not been combined because the language directions are separately examined and accredited.

Applicant Statistics: Language Entries

	As at 30.6.1986		1.7.1986 to 30.6.1987		As at 30.6.1987	
	(a)	(b)	(a)	(b)	(a)	(b)
<u>Applications Received (by entry method)</u>						
Recognition	1070	3.4	31	0.8	1101	3.1
NAATI test	28778	90.3	3527	88.9	32305	90.2
Local course	1536	4.8	295	7.4	1831	5.1
Overseas qualifications	475	1.5	114	2.9	589	1.6
 Total	 31859		 3967		 35826	

Accreditations/Recognitions Awarded (by entry method)

Recognised	1031	17.1	30	4.1	1061	15.7
NAATI test	3355	55.7	412	55.8	3767	55.7
Local course	1453	24.3	269	36.4	1732	25.6
Overseas qualifications	178	2.0	28	3.8	206	3.0
 Total	 6027		 739		 6766	

Applications Received (by level)

Recognition	1070	3.4	31	0.8	1101	3.1
Level 1	3651	11.5	380	9.6	4031	11.3
Level 2	18388	57.7	2450	61.8	20838	58.2
Level 3	8395	26.4	1003	25.3	9398	26.2
Level 4	355	1.1	98	2.5	453	1.3
Level 5	0	-	5	0.1	5	0.0
 Total	 31859		 3967		 35826	

Accreditations/Recognitions Awarded (by level)

Recognised	1031	17.1	30	4.1	1061	15.7
Level 1	535	8.9	134	18.1	669	9.9
Level 2	2762	45.8	432	58.5	3194	47.2
Level 3	1650	27.4	122	16.5	1772	26.2
Level 4	49	0.8	21	2.8	70	1.0
Level 5	0	-	0	-	0	-
 Total	 6027		 739		 6766	

(a) Number

(b) Proportion of Total (%)

Applicant Statistics: Persons

Number of applicants, up to 30.6.1986	11443
Number of new applicants, 1.7.1986 - 30.6.1987	1411
Total number of applicants, as at 30.6.1987	12854
Number of persons accredited, up to 30.6.1986	3181
Number of persons accredited, 1.7.1986 - 30.6.1987	620
Total number of persons accredited, as at 30.6.1987	3801
Number of persons recognised, up to 30.6.1986	599
Number of persons recognised, 1.7.1986 - 30.6.1987	18
Total number of persons recognised, as at 30.6.1987	617
Total persons accredited and/or recognised at 30.6.1986	3780
Total persons accredited and/or recognised at 30.6.1987	4418

"Backlog" Statistics

As at 30.6.1986				As at 30.6.1987				Variation (1986-1987)			
(a)	(b)	(a)+(b) =	(c) "backlog"	(a)	(b)	(a)+(b) =	(c) "backlog"	(a)	(b)	(a)+(b) =	(c) "backlog"
<b>PERSONS</b>											
A.C.T.	105	20	125	21	94	22	116	21	-11	+2	-9
N.S.W.	592	139	731	91	499	152	651	94	-93	+13	-80
N.T.	39	23	62	24	40	25	65	25	+1	+2	+3
QLD.	98	24	122	23	80	25	105	23	-18	+1	-17
S.A.	107	18	125	18	92	25	117	19	-15	+7	-8
TAS.	14	12	26	6	13	12	25	6	-1	-	-1
VIC.	447	99	546	63	355	117	472	69	-92	+18	-74
W.A.	88	25	113	20	81	29	110	22	-7	+4	-3
Other (d)	713	69	782	41	691	71	762	42	-22	+2	-20
Total	2203	429	2632	307	1945	478	2423	321	-258	+49	-209
											+14
<b>LANGUAGE ENTRIES</b>											
A.C.T.	163	32	195	41	140	33	173	41	-23	+1	-22
N.S.W.	926	251	1177	175	785	277	1062	181	-141	+26	-115
N.T.	54	39	93	47	65	45	110	49	+11	+6	+17
QLD.	148	45	193	48	127	48	175	48	-21	+3	-18
S.A.	168	28	196	41	148	45	193	43	-20	+17	-3
TAS.	23	22	45	8	20	22	42	8	-3	-	-3
VIC.	691	162	853	109	518	190	708	122	-173	+28	-145
W.A.	139	54	184	40	139	52	191	42	-	+7	+2
Other (d)	1462	127	1589	76	1429	130	1559	78	-33	+3	-30
Total	3774	751	4525	585	3371	842	4213	612	-403	+91	-312
											+27

(a) = awaiting first invitation in a frequently tested language.

(b) = awaiting first invitation in a rarely tested language.

(c) = awaiting first invitation in a language unlikely to be tested

(d) = relating mostly to people residing overseas or at an address unknown to NAATI.

## APPENDIX VI

### FEES AND CHARGES

The Authority's complete schedule of fees and charges as at 30 June 1987 was as follows:

#### APPLICATION FEE

Initial application only	\$ 10
Late application	\$ 20

#### TESTING FEES

Level 1	\$ 45
Level 2 admission	\$ 30
translating	\$ 50
interpreting	\$ 70
review	\$ 20
Level 3 translating	\$ 70 (\$35 each way)
interpreting	\$ 90
review	\$ 30 (\$15 each way)
Level 4 translating	\$300 (\$150 each way)

#### Cancellation Fees\*

Admission and Translation	\$ 10
Interpreting	\$ 40

\* waivable in certain circumstances

#### Certificate of Accreditation

Level 2	\$ 25
Level 3	\$ 30
Level 4	\$ 40

#### ASSESSMENT FEES

Overseas Qualifications - Assessment	\$ 50 (includes certificate)
Review	\$ 50
Recognition	\$ 25 (includes certificate)
Accreditation of Course Graduates (includes certificate/card)	
Level 1	\$ 20
Level 2	\$ 30
Level 3	\$ 40
Level 4	\$ 50

#### PUBLICATIONS

Directory	\$ 40 (includes postage plus mid-year update)
Annual Report (1984 onwards)	\$ 8 (includes postage)

#### Sample Tests

(available in most languages)

Admission tests	Level 2	\$ 4
	Level 3	\$ 4
Translation tests	Level 2	\$ 8
	Level 3	\$ 12
Interpreting (script)	Level 2	\$ 8
	Level 3	\$ 12
(tapes)	Level 2	\$ 6
	Level 3	\$ 8

## NATIONAL ACCREDITATION AUTHORITY FOR TRANSLATORS AND INTERPRETERS (NAATI)

## INTERPRETING/TRANSLATING AND LANGUAGE AIDE COURSES APPROVED BY NAATI

Current information on the following courses and languages offered may be obtained from the institutions concerned.

State	Institution	NAATI Level	Category	Languages approved	Term(s) of NAATI approval	Languages Offered 1986	Languages Offered 1987
ACT	Canberra CAE	3	Int/Trans	Spanish Italian	1975-1980 1975-1978	N/A	N/A
NSW	Sydney TAFE	2	Interpreter	Polish Macedonian Arabic, Greek, Italian Serbian/Croatian, Spanish, Turkish	1983-1989 1983-1984 1978-1984		
	Petersham TAFE			Cantonese Vietnamese	1985-1989 1983-1989	Vietnamese	Cantonese Vietnamese
NSW	University of Wollongong	2	Int/Trans	Italian	1983-1988	Italian	Italian
NSW	Macarthur Institute of Higher Education	2 (Assoc. Dip.)	Int/Trans	Arabic, German, Italian Spanish, Turkish	1982-1988	Arabic German Italian Spanish Turkish	Arabic German Italian Spanish
				Vietnamese	1983-1988	Vietnamese	Vietnamese
		3 (BA)	Int/Trans	Arabic, German, Italian Spanish, Vietnamese	1985-1988	Arabic German Italian Spanish Vietnamese	Arabic German Italian Spanish Vietnamese

<u>State</u>	<u>Institution</u>	<u>NAATI Level</u>	<u>Category</u>	<u>Languages approved</u>	<u>Term(s) of NAATI approval</u>	<u>Languages Offered 1986</u>	<u>1987</u>
NSW	Newcastle TAFE	2	Interpreter	Serbian/Croatian Polish Greek, Italian, Spanish, Vietnamese, Macedonian	1980-1984 1986-1989 1983-1984 1986-1989 1980-1984 1983-1984	Serbian/ Croatian	N/A
NSW	Burwood Girls' High School	1	Language Aide	Cantonese, Greek, Italian, Spanish, Turkish, Vietnamese	1986-1990	Cantonese Greek Italian Vietnamese	Cantonese Greek Italian Turkish Vietnamese
NT	Darwin Institute of Technology	2	Int/Trans	Greek Vietnamese Mandarin	1984-1989 1985-1989 1986-1989	Greek Mandarin	Greek Portuguese*
NT	School of Australian Linguistics, Darwin Institute of Technology	2	Int/Trans	Nominated Aboriginal Languages	1980-1989	N/A (Student numbers insufficient)	Not known (subject to student numbers)
NT	Institute for Aboriginal Development	1 (in 50 hours) 2 (in 200 hours)	Language Aide Interpreter	Arandic, Ngarrka, Western Desert Waramungu Groups	1980-1991 1982-1991	Western Arernte Eastern Arernte Kaytej Warlpiri Pitjantjatjara Luritja Pintupi Anmatyere	As for 1986 (Additional languages may be available if speakers apply)

<u>State</u>	<u>Institution</u>	<u>NAATI Level</u>	<u>Category</u>	<u>Languages approved</u>	<u>Term(s) of NAATI approval</u>	<u>Languages Offered 1986</u>	<u>Offered 1987</u>
NT	Casuarina Secondary College	1	Language Aide	Greek, Italian, French Mandarin, German, Spanish, Indonesian	1979-1987 1980-1986§	Greek Mandarin	Greek French Italian
NT	Adult Migrant Education Centre, Casuarina	1	Language Aide	Polish, Vietnamese, Hakka, Spanish, Portuguese, Malay, Tagalog	1986-1987 1988-1990#	N/A	N/A
QLD	University of Queensland	3	Translation (Japanese into English) Interpreting (both directions)	Japanese	1980-1984	N/A	N/A
		4	Translation (Japanese into English) Interpreting (both directions)	Japanese	1985-1989	Japanese	Japanese
SA	S.A.C.A.E.	3 (BA) 2 (Ass.Dip)	Int/Trans	Greek, Italian Polish, Croatian/ Serbian, Vietnamese	1979-1991	Greek Italian	Greek Italian
		3 (PG1)	Int or Trans	Vietnamese, Croatian/Serbian, Polish, Greek, Italian, Cantonese/Mandarin, Japanese, Indonesian/ Malay, Spanish, German, French	1987-1991	N/A	N/A

<u>State</u>	<u>Institution</u>	<u>NAATI Level</u>	<u>Category</u>	<u>Languages approved</u>	<u>Term(s) of NAATI approval</u>	<u>Languages Offered 1986</u>	<u>1987</u>
SA	Adelaide College of TAFE	2	Interpreter	Greek, Serbian/Croatian, Italian Spanish Polish, Vietnamese Khmer Mandarin Farsi	1980-1987 (1981-1982 (1986-1987 1983-1987 1985-1987 1987 (from 1988) #	Greek Serbian/ Croatian Italian Spanish Polish Vietnamese Mandarin	Spanish Polish Vietnamese Mandarin
SA	West Lakes High School	1	Language Aide	Russian, Serbian/ Croatian	1983-1985	N/A	N/A
VIC	Victoria College, Toorak	3	Int/Trans	Greek, Italian, Turkish, 1981-1990 Serbian/Croatian		Turkish Serbian/ Croatian	Italian Greek Turkish
VIC	RMIT Technical College (TAFE)	2	Int/Trans	Turkish, Vietnamese Spanish Polish Cantonese Khmer, Macedonian Arabic Nominated 'Minority' languages	1980-1989 1983-1989 1985-1989 1986-1989 1980-1981, 1987-1989 1987	Turkish Vietnamese	Vietnamese Spanish
				Country Interpreters Stream (Italian, Turkish, Greek) Lao, Mandarin	1987-1989 1988-1992	Cantonese Khmer Macedonian N/A	Cantonese Khmer Macedonian Arabic
VIC	R.M.I.T. C.A.E. (1978-82) RMIT Tech. College (1975-1978)	3	Int/Trans	Serbian/Croatian, Greek Italian	1975-1982 1987-1982	N/A	N/A

<u>State</u>	<u>Institution</u>	<u>NAATI Level</u>	<u>Category</u>	<u>Languages approved</u>	<u>Term(s) of NAATI approval</u>	<u>Languages Offered 1986</u>	<u>1987</u>
WA	W.A.C.A.E	3 (BA)	Int/Trans	Italian, German	1982-1988	German Italian Vietnamese Portuguese	German Italian Vietnamese Portuguese
				Vietnamese, Portuguese	1986-1988		
	W.A.C.A.E.	3 (PG1)	Trans	German Mandarin	1986-1990 1986-1990#	N/A	German (Trans. only) Mandarin# French* (Trans. only)
			Trans	German, Mandarin	1986-1990#		
		Int					
WA	Perth Technical College	2	Interpreter	Vietnamese	1983-1988	Greek Cantonese	Vietnamese
				Portuguese, Greek,	1984-1988		Khmer*
				German, Cantonese			Farsi*
				French, Polish	1982-1984		Deaf Sign*
				Croatian	1983-1984		
				Spanish, Italian	( 1981-1982 ( 1986-1988	Italian	Spanish
		2	Translator	French, Vietnamese, Spanish, Italian, Polish	1984-1988	German Portuguese	Greek Japanese*
				German, Portuguese	1986-1988		

# language stream/s conditionally approved by NAATI

\* language stream/s not yet approved by NAATI

§ language streams not yet re-approved by NAATI

Notes: 1. NAATI approval is normally given for 5 years, and in the majority of cases is renewed following the due re-accreditation processes.

2. Accreditation of successful students is awarded upon individual application to NAATI and is subject to the recommendation of the institution concerned.

LEVEL 5

Description

Level 5 is the pinnacle of the profession and will therefore be represented by a very small and select group of interpreters and translators. Interpreters and translators working at this level will have satisfied all the requirements for Level 4, and in addition will have proven extensive experience and demonstrated leadership in the field.

Requirements for Accreditation

Accreditation at Level 5 is reserved for persons currently active at the highest level of the profession. It is not intended to be an honorary award.

There is one method of obtaining accreditation at Level 5: Approval by the Qualifications and Assessment Advisory Committee of NAATI.

Note: there is no testing at Level 5.

Approval by the Qualifications and Assessment Advisory Committee will be awarded only to candidates who:

1. Have satisfied all the requirements for Level 4.
2. Seek accreditation in a language combination which must include English.
3. Seek accreditation in a language combination, one of which must be A, the other of which can be A or B or C. A C language will be considered in the combination C into A only.
4. Can currently satisfy and provide documentary evidence of at least one of the following criteria:
  - 4.1 Full membership, for the five years immediately preceding application, of AIIC and/or TAALS (for interpreting) or of AITC (for translating), or such other bodies as the Authority may, from time to time, designate;
  - 4.2 Full-time employment, for a minimum of five of the seven years immediately preceding application, as interpreter or translator by a recognised international organisation of the United Nations family and/or that of the European Community;
  - 4.3 Freelance engagement, with an average of 100 working days a year for at least ten years immediately preceding application, for international organisations such as the above and/or for international conferences, or their equivalent.

NAATI, Canberra  
May 1987.

NAATI APPROVAL OF COURSES OF TRAINING FOR INTERPRETERS AND TRANSLATORS

THE ROLE AND COMPOSITION OF NAATI VISITING PARTIES

A. ROLE

The institution concerned lodges a submission for NAATI approval of the course. The Authority evaluates the submission to determine whether the course falls within NAATI guidelines, and, if warranted, appoints a Visiting Party to inspect the institution concerned.

The Visiting Party inspects the facilities and examines the content and structure of the course, usually for a full day. It holds discussions with staff members involved in teaching the course, evaluates the teaching resources available for the course, examines examples of students' work and, if possible, observes classes in progress. Occasionally, other specific aspects of a course may need to be examined, as directed by the Authority or its specialist sub-committee.

On the basis of its findings, the Visiting Party drafts a report and presents recommendations on the approval of the course to the Authority. In some cases, the Authority may request that certain aspects of the course be altered to improve the quality or balance of the course. In some cases, final approval is made conditional on a favourable report on the final examinations by an external moderator appointed by NAATI and on verification of compliance with conditions set by the Authority.

B. COMPOSITION

One Visiting Party is appointed by the Authority for each Level. Each Visiting Party consists of a Chairman, who must be an Authority member, and other Authority members with expertise in the teaching and practice of interpreting and translating, and in some of the languages covered by the course. In particular circumstances, a Visiting Party can include a co-opted consultant (available locally where possible) with expertise in a language/s not represented amongst members of the Authority, e.g. a NAATI Language Panel member or NAATI Sub-committee member). The views of such a consultant must be included in the Visiting Party's report.

A NAATI Visiting Party would normally consist of: -

(a) For Level 1 Courses - maximum of two members

EITHER Two local SAPTI members, one of whom with expertise in at least one of the languages offered on the course, and one with educator expertise;

OR One local SAPTI member with expertise in both areas outlined above, and either the NAATI Regional Officer or a NAATI Director.

(b) For Courses at Level 2 and Above - maximum of three members

One or, if appropriate, two members of the Qualifications and Assessment Advisory Committee, and either a NAATI Director or a co-opted consultant.

If courses are within the ambit of the Australian Council on Awards in Advanced Education, a member or members of the NAATI Visiting Party may be included within the Council's visiting team, thus obviating the need for a separate NAATI Visiting Party. In the case of institutions of Technical and Further Education and secondary schools, NAATI will conduct an independent review of the course.

Canberra, May 1987.

NAATI APPROVAL OF COURSES OF TRAINING FOR INTERPRETERS AND TRANSLATORS

GUIDELINES FOR THE APPOINTMENT OF STAFF TEACHING NAATI-APPROVED COURSES AT LEVEL 3

Wherever practicable, language and interpreting techniques instructors at Level 3 should have:

- i) The minimum of NAATI Level 3 accreditation in both interpreting and translating, and experience in the field of interpreting and translating appropriate for teaching at this level.
- 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 and translating.

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 for the course.

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

- i) the staff on all courses seeking approval for the first time;
- ii) new staff on courses already approved.

Existing staff on already approved courses and courses seeking re-approval are not therefore governed by these guidelines, but should note the paragraph above concerning the need to seek the required qualifications at the earliest opportunity.

Canberra, May 1987.

GUIDELINES FOR THE APPROVAL OF ADDITIONAL LANGUAGE STREAMS

A submission for the approval of an additional language stream should provide concise information concerning the following: -

A. ADMINISTRATIVE INFORMATION

- 1) Language stream(s) to be introduced.
- 2) Date of introduction of the new language stream(s).
- 3) Date on which NAATI approval for the whole course expires.

B. THE CURRENT NEED FOR THE NEW LANGUAGE STREAM(S) AND STUDENT DEMAND

- 1) The number of students expected to enrol for the new language stream(s).
- 2) Statistics to support the rationale for the need and demand for the additional language stream(s).
- 3) The reasons given by local employers/users of interpreters and translators for supporting the submission (written statements to be provided).

C. RESOURCES

- 1) Qualifications and experience of teaching staff for the new language stream(s).
- 2) Additional resources (if any) available for teaching the additional language stream(s), e.g. library resources, audio-visual equipment, etc.

Additional language streams are approved only for the remainder of the current term of approval for the course as a whole.

Canberra, May 1987

THE NAATI LEVELS STRUCTURE

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

Level 2: 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 part of their principal duties. Applicants at this level and at all higher levels will be classed as Interpreters, Translators, or both.

Level 3: 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.

Level 4: 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.

Level 5: Level 5 is the Senior Professional Level for specialist interpreting and translating. 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, 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.

## APPENDIX XI

Consultations

At the first meeting of the new Board of Directors, held in Melbourne in September 1987, it was decided that henceforth the Board meetings would include not only the traditional private sessions but also meetings with relevant interest groups and individuals. The following list identifies such meetings during the year in question: -

Brisbane (7/8 November 1986)

Commonwealth Authorities:	Employment and Industrial Relations Immigration and Ethnic Affairs Social Security
Queensland Authorities:	Police Ethnic Affairs
Private Agency:	Interlink Multilingual Service
Professional Association:	Queensland Association of Translators and Interpreters
Public Forum: Queensland SAPTI.	22 members of the public

Hobart (5/6 February 1987)

Commonwealth Authorities:	Immigration and Ethnic Affairs Social Security
Tasmanian Authorities:	Community Welfare Court of Petty Sessions Crown Law Office Public Administration Royal Hobart Hospital
Educators:	Adult Migrant Education Service Tasmanian Education Department
Private Organisations:	Centrecare Family Services Hobart Migrant Resource Centre
Media:	<u>Hobart Mercury</u>
Public Forum: Tasmanian SAPTI.	35 members of the public

Darwin (7/8 May 1987)

Commonwealth Authorities:	Aboriginal Affairs Immigration and Ethnic Affairs Social Security
Territory Authorities:	Aboriginal Development Commission Ethnic Affairs Health and Community Services Industrial Development Magistracy Police
Local Government:	Darwin City Council

**Educators:** Adult Migrant Education Centre  
Casuarina Secondary College  
Darwin Institute of Technology  
Education Department (N.T.)  
Institute for Aboriginal Development

Public Forum: 29 Members of the public  
N.T. SAPTI

**NOTE:**

A meeting of the Board of Directors was also held in Adelaide on 5 December 1986 immediately after the 1986 Annual General Meeting of the Company, but the meeting was brief, and was solely private.

