

# **National Accreditation Authority for Translators and Interpreters**



## **TENTH REPORT**

**1 July 1988 to 30 June 1989**

NATIONAL ACCREDITATION AUTHORITY  
FOR TRANSLATORS AND INTERPRETERS  
(NAATI)

TENTH REPORT

Covering the Period  
1 July 1988 to 30 June 1989

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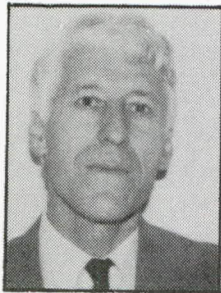
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(Incorporated in the A.C.T.)

The Board of Directors

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(Chairman)



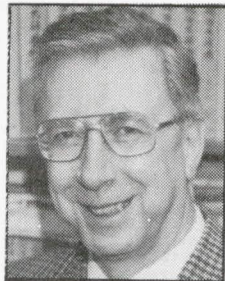
Mrs Jill Blewett  
(to October 1988)



Mrs Lorna Kempner



Mr Peter Davidson  
(from February 1989)



Mr Anthony Restuccia



(Information correct as at 30 June 1989)

NATIONAL ACCREDITATION AUTHORITY  
FOR TRANSLATORS AND INTERPRETERS  
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(Information correct as at 30 June 1989)



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## PART A: OVERVIEW

The year under review was the third year in NAATI's Five Year Plan. This plan, which was endorsed by the Ministers of Ethnic Affairs at the April 1986 Conference provided for a number of specific objectives for 1988-89, namely:

- . the conduct of a relatively large testing program
- . the continued progress towards the elimination of the backlog of candidates waiting to be tested and
- . the development and introduction of a system of registration for the profession.

The first two objectives were clearly achieved, while significant progress was made on the third objective.

### A.1 Testing Objectives

The testing program in 1988/89 was an ambitious program which included approximately 3,090 tests in 27 languages from Level 1 through to Level 4. Since six languages not previously tested were introduced in the previous program, only one additional language was tested in 1988/89. Approximately forty percent of tests were at Level 2, thirty-eight percent at Level 3 and the remainder at Level 1, Level 2 Admission and Level 4. Some of the languages of lower client demand were included in the program; namely, Farsi, Hungarian, Indonesian, Khmer, Lao, Malay, and Pilipino (Tagalog).

During the year NAATI continued to implement the policy on invitations to tests as established in 1986/87. This policy provides each candidate with three opportunities to sit for a particular test, after which his/her name is withdrawn from the list of eligible candidates. This policy was first implemented in 1987/88 and will have a growing significance over a three year period. By 30 June 1989 approximately 7,600 requests for tests had been removed from the lists, leaving a backlog of 2,484 (tests for which the first invitation is yet to be issued). This compares favourably with a backlog of 5,371 at 30 June 1988.

### A.2 Major Events

In addition to the specific objectives for 1988/89 outlined in the Five Year Plan, several other major events occurred through the year:

On 23 July 1988 NAATI convened a major national conference titled "Interpreting and the Law". The Conference was sponsored by NAATI, OMA (Office of Multicultural Affairs) and the Human Rights and Equal Opportunity Commission. It was convened at the Intercontinental Hotel in Sydney and was attended by leading members of the Australian

judiciary and the interpreting/translation profession.

In October 1988, NAATI lost two of its most valuable supporters through untimely deaths; namely Mrs Jill Blewett, NAATI Director, and Mrs Patricia Guthrie, Member of the Qualifications Assessment and Advisory Committee. Both were well known within the Interpreting/Translating professions and both made many valuable contributions to the development of appropriate policies for NAATI accreditation by course. The profession will sorely miss their constant support and innovative ideas.

In December 1989 and February 1990, NAATI chaired the meetings of the Ad Hoc Working Committee which had been established by the Meeting of Officials in October, to determine the legal basis for formulating the legislative act for registration. The recommendations of the Committee were accepted by the Conference of Ministers in March 1990.

In November 1988, NAATI presented a submission to the N.S.W. Committee of Inquiry into the Recognition of Overseas Qualifications.

In February 1989, the Ministers approved the appointment of Mr Peter Davidson to the NAATI Board of Directors for the remainder of the current term (to 30 June 1990).

NAATI presented in February 1989 a submission to the Australian Senate Standing Committee on the Environment, Recreation and the Arts Inquiry into the Australian Tourist Industry.

During the year a review of staffing, both within the Central Office and the Regional Offices, was conducted with the result that a restructuring of staff duties was designed and implemented.

In addition to these activities, the Board of Directors held four meetings during the year in Brisbane, Sydney (2), and Canberra. Due to the financial situation, no public meetings or extra activities could be undertaken in conjunction with these meetings.

### A.3 Major Decisions and Recommendations

The Board made a number of significant decisions during the year, aimed at enabling NAATI to achieve many of its agreed goals. Such decisions and recommendations included:

- an increase in test fees in the vicinity of 25% to help recover some of the direct testing costs and to meet more closely the budget targets.

- the conduct of Level 1 tests and translation tests in North Queensland and the continuance of translation tests in New Zealand.

- . the discontinuation of the Level 2 Admission tests, to be effective in the next testing program.
- . the use of pre-recorded interpreting tests to replace readers/actors, to be implemented in the 1989/90 program.
- . the encouragement of testing in Aboriginal Languages in response to a joint proposal from the Institute of Aboriginal Development at Alice Springs
- . the initiation to develop official definitions for "interpreter" and "translator" together with appropriate career information for dissemination to schools, employers etc.
- . the up-dating and up-grading of certain NAATI publications; namely the Ethics Booklet and the Sample Tests
- . the amendment of the Memorandum and Articles of Association with a view to increasing the membership of the Board from four to five members and to make provision for the remuneration of Directors who suffer a real loss of income or benefits to attend Board meetings or to perform other services as requested by the Board. These changes are recorded in paragraph 2 of Clause 4 of the Memorandum of Association and Clause 29 (1) and Clause 39 of the Articles of Association (Refer Appendix 1).
- . the modification of the financial reporting system to be based on a cash-flow management system
- . the implementation of a policy to reduce expenditure wherever possible, and to increase revenue in order to control a difficult financial position
- . the reduction of NAATI office hours in Darwin and Hobart for part of the financial year to reduce expenditure in these States.

#### A.4 Advisory Bodies

##### A.4.1 State Advisory Panels on Translating and Interpreting (SAPTI)

In accordance with the policies made in 1986-87, the State Advisory Panels on Translating and Interpreting continued to perform their functions; namely,

- . 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
- . assistance to the Regional Officer in the conduct of tests

The SAPTIs assumed their roles with varying degrees of enthusiasm during the year. The Western Australian SAPTI formed various committees to investigate and promote specialised areas of interpreting and translation; the Victorian SAPTI undertook a survey of the availability and demand for Level 3 interpreters and translators in Victoria, the Tasmanian SAPTI encouraged and promoted the development of short training courses/seminars for practitioners; the South Australian SAPTI did much productive work in the promotion of the profession. Other State SAPTIs assisted the NAATI Regional Officer with the testing program and with local seminars and workshops.

#### A.4.2 Examiners and Language Panels

In order to conduct tests in particular languages, NAATI must first appoint people suitably qualified to perform the following tasks:

- . the setting of translation (written) and interpreting (oral) tests
- . the marking of translation tests
- . the assessment of "live" interpreting tests
- . the marking of tape-recorded interpreting tests

Language Panel members are appointed to undertake all or any of the above tasks. These people play a central role in the operations of NAATI, and therefore are expected to possess NAATI accreditation (at least at Level 3), tertiary qualifications and extensive experience in translating and interpreting. During the period of review, the sub-committee responsible for the recommendation of individuals for Language Panel membership, was particularly strict in requiring that the above criteria be met. Language Panel members were appointed for a period of three years from 1986 or for the balance of the intervening period. All Language Panels will come under review at the end of 1989. The terms and conditions of Language Panel appointments are provided in Appendix 7 of this report.

Interpreting test examiners perform the assessment of "live" interpreting tests only, and therefore the criteria for selection are more dependent upon the possession of NAATI Level 3 accreditation in interpreting and extensive experience in the interpreting field. Examiners were appointed for a period of five years from 1986 or for the balance of the intervening period. The register of examiners will come under review in 1991.

Although NAATI has no difficulty in finding an adequate supply of qualified

Language Panel members and examiners in languages of high demand (French, German, Spanish, Italian, etc.), it has experienced extreme difficulty in finding suitable members for the newer-demand and the lower-demand languages. During the year under review, NAATI appointed 22 individuals to 15 different Language Panels. NAATI will concentrate on filling further gaps in numbers or specialisations on certain panels in the next period, when the terms of appointment come to an end.

#### A.4.3 Advisory Committee on Testing

The Advisory Committee on Testing, under the chairmanship of Mrs. Lorna Kempner, met six times during the period under review to consider/approve test papers provided by Language Panels. In its test approval process, the Committee looked specifically at word length, level of difficulty, objectivity and inoffensiveness of material, subject matter, level of English, etc. with a view to preventing substantial discrepancies in these aspects between languages. In this way, NAATI was able to achieve an acceptable level of standardisation across all languages.

The Committee also addressed a number of test-related issues with a view to making certain policy changes. These will be detailed in Part B: Section 1.

#### A.4.4 Qualifications and Assessment Advisory Committee (QAAC)

The Qualifications and Assessment Advisory Committee, under the chairmanship of Mrs. Jill Blewett and later of Mr Peter Davidson, met twice during the period under review. This Committee assesses and monitors Australian courses in Interpreting and Translating, holding or seeking NAATI approval. It also assesses applications for accreditation based on overseas qualifications. The work of the Committee covered a range of issues including:

- . the review of guidelines and procedures for approval of courses in interpreting and translating in Australia and publication of the new Course Co-ordinators' Handbook in July 1988.
- . the development of a new policy for obtaining NAATI Recognition
- . continuation of work in the drafting of NAATI interpreter/translator definitions for general publication
- . preparation of a statement on NAATI Recognition policy for the information of prospective employers

#### A.4.5 Professional Development Committee

The Professional Development Committee, was initially established in



1987/88 to consider issues of professional development, such as the establishment of a national professional association, the adoption of a code of ethics, and the development of a system of regulation. Most of these tasks were completed towards the end of the 1987-88 year since:

- (a) the national professional association (AUSIT) was established in 1987
- (b) AUSIT had developed a code of ethics during early 1988, and this code was subsequently adopted by NAATI
- (c) the responsibility for the development of a system of regulation was given to a Government - appointed AD HOC Working Party which met during the year. As a result of the recommendations of this Working Party, the development of appropriate legislation was placed in the hands of the Commonwealth Government.

Consequently, the Professional Development Committee did not meet during the year under review.

## PART B: PROFESSIONAL ACTIVITIES AND ACHIEVEMENTS

### B.1 Testing Related Activities

#### B.1.1 General Background

In accordance with the strategies of the Five Year Plan, NAATI conducted a very large testing program which provided tests in a wide range of languages at most NAATI levels. This program provided adequate opportunities for most NAATI applicants to qualify themselves for entry to the profession and had a significant impact on reducing the backlog of candidates waiting for tests.

In the year under review, NAATI conducted tests in twenty-seven languages, twenty-five of which were offered at Levels 1, 2 and 3. Eight languages were offered at Level 4, including French, German, Greek, Italian, Japanese, Mandarin, Russian and Spanish. For the first time, NAATI introduced testing in the Pilipino (Tagalog) language. This was deferred from the program of the previous year due to difficulties in establishing the Language Panel during that period.

One of the major changes in the testing program for 1988/89 involved the introduction of State programs in accordance with regional needs and demands rather than in accordance with the national needs and demands. Consequently, some languages and levels were not tested in some States, depending upon the availability of interpreting/translation courses. As a result of this change, one program was provided for the ACT, NSW, NT, QLD and TAS and different programs were provided for South Australia, Victoria and Western Australia.

During the testing program, NAATI conducted five Level 1 tests in the Deaf Sign Language and one Level 2 translation test in Japanese in Cairns. In addition, twenty-five one-way Level 3 translation tests in four major languages (French, German, Japanese, and Spanish) were conducted in Auckland, New Zealand with the co-operation of the University of Auckland. The tests were set and marked in Australia but conducted in Auckland.

In 1987/88 NAATI developed procedures which would afford an opportunity for NAATI-related people to obtain accreditation. The Authority determined that such people be assessed for accreditation by one of the following means: by preference, by a special test, set and marked by at least two suitable examiners; by sitting for a test in the normal program but at a special time and venue (language panel members would be required to step down for the duration of the testing program); or by submitting a portfolio of translation or interpreting work recently undertaken on a commercial basis to be evaluated by at least two suitable examiners. Those eligible for assessment by one of the above means would include NAATI Directors, Committee Members, Language Panel Members and Examiners. The new policy was made known to eligible individuals, and in particular, unaccredited Language Panel members were encouraged to take advantage of this provision. However, during the period under review, no requests for special accreditation procedures were made.

In accordance with the decision taken in the previous period, the English Panel provided all passages for translation from English into the other language, and the English consecutive passage for the Level 3 Interpreting test. Consequently, it was possible to achieve a greater level of standardisation across all languages in the testing program. Further, for those Language Panels which did not have a native English speaker, the English Panel members participated in the marking by assessing the grammar, spelling, and style of passages translated from the other language into English.

For many years, NAATI has received requests to test with greater frequency. However, its resources were such that the annual program could not be extended beyond one round of tests per year. In order to partially meet the demand for more frequent testing, NAATI made available special on-demand tests for individuals or small groups of candidates. Such tests are provided on a cost-recovery basis and are therefore priced well above the normal test fees. In the year under review, sixty-three on-demand tests were conducted in comparison to thirty-nine in the previous period. Thirty-five tests were conducted at Level 2 (5 translation, 30 interpreting), 27 tests at Level 3 (21 translation, 6 interpreting) and one test at Level 1.

The financial aspect of the annual testing program for 1988/89 was considerably better than in previous years in that the direct testing costs of \$228,299 were more than met by the direct testing revenue of \$327,311. Indirect testing costs such as the salaries of the Registrar, Regional Officers, Computer Operator, Accounts Personnel, and associated costs such as postage/courier, telephone, meetings of the Testing Committee etc. would require considerably more than the balance of the direct profits. In order to contain the costs on testing, the Authority did not increase the remuneration fees for examiners who set, mark or supervise the tests. As in the previous period, the Authority has reduced the work involved with setting the tests for individual Language Panels by requiring them to provide only the "other" language texts and by NAATI assuming a large proportion of the technical preparation of the tests. The English passages provided by the English Panel for use across all languages also represents considerable cost savings.

#### B.1.2 The 1988/89 Testing Program: Detailed Analysis

Having considered the general issues associated with the testing process, this section now analyses the testing program for the year under review by providing details of the performance of applicants, viewed across a range of indicators such as acceptance rates, pass rates, geographic variations etc. In the following analysis, an important distinction must be made between "applicant" or "candidate" statistics and language entry statistics. The terms applicant and candidate refer to persons who apply for accreditation. Language entry refers to the request for accreditation in a specific language, level and skill. For example, one person who requests accreditation in Spanish at Level 2 in translation and interpreting, will have two language entries. On average, each person who

applies for NAATI accreditation does so for 2.8 language entries. In the following statistical tables, language entries are the basic statistics, unless otherwise stated.

#### B.1.2.1 Languages and Levels Tested

The main features of the 1988/89 testing program included:

- a) the large range of languages offered (twenty-seven)
- b) the full range of levels offered (Level 1 to Level 4)
- c) the introduction of Pilipino (Tagalog) as a language for testing
- d) the introduction of specialised regional programs

In the 1988/89 program, provision was made to test at Level 1 and Level 2 Admission prior to the Level 2 testing program later in the year. This was done in order to provide an opportunity for a large number of candidates waiting to sit for tests at this level for the first time, and thus to help reduce the backlog of candidates. The program included a number of major demand languages such as Arabic, French, German, Greek, Italian, Mandarin, Spanish and Vietnamese as well as some of the lower demand and/or more recently introduced languages for testing such as Farsi, Korean, Malay, and Pilipino (Tagalog). The provision of tests at all levels had a significant impact on the total number of candidates tested. Thus the 1988/89 testing program was one of reasonable size in terms of the number of languages tested and the total number of tests conducted. In summary, NAATI conducted a total of 3,090 tests over twenty-seven languages in the period under review.

The program was announced in June 1988. It was conducted in four sessions, viz; Level 1 and Level 2 Admission tests in September, Level 4 Translation tests in November, Level 2 and 3 translation tests in March 1989, and Level 2 and 3 interpreting tests between March and July 1989.

The details of the 1988/89 testing program and its relationship to previous programs, are provided by the following series of statistical tables and graphs.

In 1988/89 four testing programs were provided to meet regional needs. The programs are presented in the following four tables:

Table 1a: The 1988/89 Testing Program for ACT, NSW, NT, QLD, TAS

**THE NATIONAL TESTING PROGRAM: 1988/89**

(for ACT, NSW, NT, QLD, TAS)

Language	Level 1	2	Adm	2T	2I	3T	3I	4T
Arabic	X	X	X	X	X	X	X	
Cantonese	X	X	X	X	X	X	X	
Croatian	X	X	X	X	X	X	X	
Deaf Sign	X			X			X	
Farsi	X	X	X	X	X	X	X	
French	X	X	X	X	X	X	X	X
German	X	X	X	X	X	X	X	X
Greek	X	X	X	X	X	X	X	X
Hungarian	X	X	X	X	X	X	X	
Indonesian	X	X	X	X	X	X	X	
Italian	X	X	X	X	X	X	X	X
Japanese	X	X	X	X	X	X	X	X(into
Khmer	X	X	X	X	X	X	X	English
Korean	X	X	X	X	X	X	X	only)
Lao	X	X	X	X	X	X	X	
Macedonian	X	X	X	X	X	X	X	
Malay	X	X	X	X	X	X	X	
Mandarin	X	X	X	X	X	X	X	X
Polish	X	X	X	X	X	X	X	
Portuguese	X	X	X	X	X	X	X	
Romanian	X	X	X	X	X	X	X	
Russian	X	X	X	X	X	X	X	X
Serbian	X	X	X	X	X	X	X	
Spanish	X	X	X	X	X	X	X	X
Tagalog	X	X	X	X	X	X	X	
Turkish	X	X	X	X	X	X	X	
Vietnamese	X	X	X	X	X	X	X	

Table 1b: The 1988/89 Testing Program for South Australia

**THE TESTING PROGRAM FOR SOUTH AUSTRALIA**

1988/89								
Language	Level 1	2	Adm	2T	2I	3T	3I	4T
Arabic	X	X	X	X	X	X	X	
Cantonese	X	X	X	X	X	X	X	
Croatian	X	X	X	X	X	X	X	
Deaf Sign	X			X			X	
Farsi	X	X	X	X	X	X	X	
French	X	X	X	X	X	X	X	X
German	X	X	X	X	X	X	X	X
Greek	X	X						X
Hungarian	X	X	X	X	X	X	X	
Indonesian	X	X	X	X	X	X	X	
Italian	X	X						X
Japanese	X	X	X	X	X	X	X	X(into
Khmer	X	X	X	X	X	X	X	English
Korean	X	X	X	X	X	X	X	only)
Lao	X	X	X	X	X	X	X	
Macedonian	X	X	X	X	X	X	X	
Malay	X	X	X	X	X	X	X	
Mandarin	X	X	X	X	X	X	X	X
Polish	X	X	X	X	X	X	X	
Portuguese	X	X	X	X	X	X	X	
Romanian	X	X	X	X	X	X	X	
Russian	X	X	X	X	X	X	X	X
Serbian	X	X	X	X	X	X	X	
Spanish	X	X	X	X	X	X	X	X
Tagalog	X	X	X	X	X	X	X	
Turkish	X	X	X	X	X	X	X	
Vietnamese	X	X				X	X	



Table 1c: The 1988/89 Testing Program for Victoria

THE TESTING PROGRAM FOR VICTORIA

1988/89

Language	Level 1	2	Adm	2T	2I	3T	3I	4T
Arabic	X	X	X	X	X	X	X	
Cantonese	X	X	X	X	X	X	X	
Croatian	X	X				X	X	
Deaf Sign	X			X		X		
Farsi	X	X	X	X	X	X	X	
French	X	X	X	X	X	X	X	X
German	X	X	X	X	X	X	X	X
Greek	X	X						X
Hungarian	X	X	X	X	X	X	X	
Indonesian	X	X	X	X	X	X	X	
Italian	X	X						X
Japanese	X	X	X	X	X	X	X	X(into
Khmer	X	X	X	X	X	X	X	English
Korean	X	X	X	X	X	X	X	only)
Lao	X	X	X	X	X	X	X	
Macedonian	X	X	X	X	X	X	X	
Malay	X	X	X	X	X	X	X	
Mandarin	X	X	X	X	X	X	X	X
Polish	X	X	X	X	X	X	X	
Portuguese	X	X	X	X	X	X	X	
Romanian	X	X	X	X	X	X	X	
Russian	X	X	X	X	X	X	X	X
Serbian	X	X				X	X	
Spanish	X	X				X	X	X
Tagalog	X	X	X	X	X	X	X	
Turkish	X	X	X	X	X	X	X	
Vietnamese	X	X	X	X	X	X	X	

Table 1d: The 1988/89 Testing Program for Western Australia

THE TESTING PROGRAM FOR WESTERN AUSTRALIA							
1988/89							
Language	Level 1	2 Adm	2T	2I	3T	3I	4T
Arabic	X	X	X	X	X	X	
Cantonese	X	X	X	X	X	X	
Croatian	X	X	X	X	X	X	
Deaf Sign	X			X		X	
Farsi	X	X	X	X	X	X	
French	X	X	X	X	X	X	X
German	X	X	X	X			X
Greek	X	X	X	X	X	X	X
Hungarian	X	X	X	X	X	X	
Indonesian	X	X	X	X	X	X	
Italian	X	X	X	X			X
Japanese	X	X	X	X	X	X	X(into
Khmer	X	X	X	X	X	X	English
Korean	X	X	X	X	X	X	only)
Lao	X	X	X	X	X	X	
Macedonian	X	X	X	X	X	X	
Malay	X	X	X	X	X	X	
Mandarin	X	X	X	X	X	X	X
Polish	X	X	X	X	X	X	
Portuguese	X	X	X	X	X	X	
Romanian	X	X	X	X	X	X	
Russian	X	X	X	X	X	X	X
Serbian	X	X	X	X	X	X	
Spanish	X	X	X		X	X	X
Tagalog	X	X	X	X	X	X	
Turkish	X	X	X	X	X	X	
Vietnamese	X	X	X	X	X	X	



The development of testing programs to meet specialised regional needs was introduced to encourage candidates to seek accreditation by means of NAATI-approved courses in States where such courses are available. As a result, testing in languages and levels which are offered by course were withdrawn from the testing program in various states. Consequently, NAATI did not test the following languages and levels in the specified States:

Greek	Level 2 and 3	SA, VIC.
Italian	Level 2	SA, VIC
	Level 3	WA
Serbian	Level 2	VIC
Spanish	Level 2	VIC
	Level 2 Int	WA
Vietnamese	Level 2	SA

Although the provision of distinctive State programs was introduced in the year under review, it required relatively complex administrative procedures which necessitated additional human resources and computing time. The benefits derived by the established courses are not clear since there appeared to be little difference in the number of course enrolments or graduates in the specified languages.

Table 2: Number of Tests Conducted 1984-1989

Test	1984/5	1985/6	1986/7	1987/8	1988/9
Level 1	58	0	304	6	318
Level 2 Adm.	1485	965	481	181	397
Level 2 Trans	443	281	706	364	714
Level 2 Int.	669	390	640	304	764
Level 3 Adm	377	185	N/A	N/A	N/A
Level 3 Trans (2 direction)	250	190	533	644	512
Level 3 Int	298	130	313	368	346
Level 4 Trans					
Into Other Lang	0	0	31	38	18
Into English	0	0	39	37	21
<b>TOTAL</b>	<b>3580</b>	<b>2141</b>	<b>3047</b>	<b>1942</b>	<b>3090</b>
<b>No. Languages</b>	<b>25</b>	<b>18</b>	<b>17</b>	<b>33</b>	<b>27</b>

This table shows that:

- . the 1988/89 testing program was relatively large in terms of both the number of tests conducted and the range of languages and levels offered.
- . the demand for the Level 2 Admission test in the period under review was considerably lower than in any of the previous period with the exception of 1987/88 when tests in very few languages were offered.
- . the demand for the Level 2 accreditation tests was very strong
- . the demand for Level 3 testing continued to be strong
- . the demand for testing at Level 4 has declined

Table 3: Languages and Levels Tested: 1980-1989

Language	1980	1981	1982	1983	1984	1985/6	1986/7	1987/8	1988/9
Arabic	2T	2T	2,3	2,3	2,3		1,2,3	3,4	1,2,3
Bulgarian								1,2,3	
Cantonese				2	2,3	2,3	1,2,3		1,2,3
Croatian	2,3	2T	2,3	2,3	2,3	2A,3A	2,3	2,3	1,2,3
Czech					2,3			2,3	
Deaf Oral							3I	1,2I,3I	
Deaf Sign				2I	2I	2I	3I	1,2I,3I	1,2I,3I
Dutch					2,3			2,3	
Finnish									
French		2,3	2,3		2,3	2A,3A	1,2,3,4	2,3,4	1,2,3,4
German	2,3	2,3	2,3		2,3	2A,3A	1,2,3	2,3,4	1,2,3,4
Greek	2,3	2,3	2,3	2,3	2,3	2A,3A	1,2,3		1,2,3
Hakka								2A,2I	
Hungarian					2,3	2,3		2,3	1,2,3
Indonesian					2,3		1,2,3		1,2,3
Italian	2,3	2,3	2,3	2,3	2,3	2,3	1,2,3,4	3,4	1,2,3,4
Japanese		2I,3I	2,3		2,3			2,3	1,2,3,4
Khmer		2T,3T			2	2,3		2,3	1,2,3
Korean								1,2,3	1,2,3
Lao			2,3		2,3	2,3		2,3	1,2,3
Macedonian			2,3	2T,3T				2,3	1,2,3
Malay					2,3		1,2,3		1,2,3
Maltese					2,3			2,3	
Mandarin	2,3	2,3	2,3	2,3	2,3	2,3	1,2,3	3,4	1,2,3,4
Pilipino									1,2,3
Persian								1,2,3	1,2,3
Polish		2T	2,3	2,3	2,3		1,2,3	2,3	1,2,3
Portuguese			2,3	2	2,3	2,3		2,3	1,2,3
Romanian						2,3		2,3	1,2,3
Russian	2,3	2T,3T	2,3	2,3			1,2,3	3,4	1,2,3,4
Serbian	2,3	2T,3T	2,3	2,3	2,3	2A,3A	1,2,3	2,3	1,2,3
Slovak								1,2,3	
Spanish	2,3	2,3	2,3	2,3	2,3	2,3	1,2,3,4	3,4	1,2,3,4
Thai					2,3	2,3		2,3	
Turkish	2	2T	2,3	2,3	2,3	2,3		3	1,2,3
Ukrainian								1,2,3	
Vietnamese	2,3		2,3	2,3	2,3	2,3	1,2,3	3	1,2,3
Total Number of Languages	11	14	17	15	25	18	17	33	27

Notes:

1 = Level 1; 2 = Level 2; 3 = Level 3; 4 = Level 4.

A = Admission Test only; T = Translation Test only; I = Interpreting Test only.

This table shows:

- . a second consecutive year (1988/89) with an extensive range of languages tested
- . the testing of the full range of levels in most languages in the 1988/89 testing program
- . the testing at Level 1 in most languages in 1988/89 prior to an intended temporary suspension of testing at this level
- . the introduction of testing in Pilipino in 1988/89

It should be noted that programs which contain a large number of languages and levels such as the one in this financial year, place considerable strain on NAATI's resources in the following ways:

- (a) The Language Panels are required to design the full range of tests, which can be managed reasonably well by the larger Panels by spreading the load among all members.
- (b) The smaller Language Panels experience greater difficulty in meeting the NAATI requirements in terms of specifications and time lines since they have fewer members and a narrower range of expertise.
- (c) The Central Office staff is extended by the volume of tests which require preparation for regional distribution and by the processing of results.
- (d) The Regional Office staff experience the greatest demands due to the need for extensive co-ordination and the duration of conducting the tests.

#### B.1.2.2 Acceptance Rates and Pass Rates

An analysis of the rates of acceptance of invitations to tests and rates of passes, as demonstrated by Table 4 below shows that:

- . the overall candidature was approximately 111% of that of the previous program (3,090 tests vs 2769 tests)
- . the increase can be directly attributed to the availability of tests at Level 1 and Level 2, the Levels at which there is the largest candidature
- . the overall acceptance rate was 19.30%, a decrease of 3.52% from the previous program
- . the overall pass rate across all tests was 34.42%, a decrease of

4.69% from that of the previous program. Specifically, the pass rates by level varied from 0.0% at Level 4 (into English) to 60.8% in Paper 1 of the Level 2 Admission test.

Table 4: 1988/89 Testing Program: Rates of Acceptance of Invitations and Rates of Passes

Test	No of Invitations	Acceptances		Passes	
		Number	% of Invitations	Number	% of Acceptances
Level 1	2902	318	10.95	72	22.64
Level 2 Admission					
Paper 1 (written)	2557	375	14.67	228	60.80
Paper 2 (oral)	2998	419	13.98	209	49.88
Level 2 Translation	2881	714	24.78	273	38.23
Level 2 Interpreting	2791	764	27.37	377	49.34
Level 3 Translation					
Paper 1	2642	564	21.35	177	31.38
Paper 2	2339	460	19.67	173	37.61
Level 3 Interpreting	2391	346	14.47	111	32.08
Level 4 Translation					
Paper 1	88	18	20.45	4	22.22
Paper 2	83	21	25.30	0	0.00
TOTAL	21,672	3999	19.30% (Avg.)	1624	34.42 (Avg.)

A comparison of the pass rates for the various Levels of tests in the period 1986/87 to 1988/89 highlights several variations (Refer to Table 5 below). The pass rate at Level 1 appears to have decreased very significantly from the previous year (from 66.7% to 22.6%) However, in 1987/88 the small candidature (6 candidates) rendered the pass rate as statistically insignificant. In 1988/89 there were 318 candidates which rendered the statistic more valid in this year. Further, the variation between the Level 1 pass rate and the Level 2 Admission test pass rate, may be explained by the fact that candidates must pass both parts of the Level 1 test for a "pass" to be recorded, while candidates may be awarded a

"pass" for one of the two parts of the Level 2 Admission test. The pass rate for the Admission test in 1988/89 (60.8% for Part 1 and 49.8% for Part 2) are comparable for the pass rates for the previous two years.

The pass rates for the Level 2 tests are comparable to those for 1986/87 but slightly less than for those for 1987/88. The pass rate for the Level 3 translation tests is comparable to those for the previous two years while the rate for the interpreting test at Level 3 has risen by 8.98% since 1987/88 which may reflect the impact of pre-test workshops and seminars provided by NAATI/SAPTI during the year under review.

The pass rate for Level 4 tests (into the other language) has risen by 9.02% to 22.22% but has fallen by 10.8% to 0.00% for tests into English. These statistics are not significant due to the small number of candidates participating in tests at this level.

Overall, the pass rates in the year under review indicate a slight tightening of standards at Levels 1 and 2 and a maintenance of standards at Level 3.

Table 5: A comparison of Average Pass Rates: 1986/87, 1987/88 and 1988/89

Test	Pass Rate 1986/87	Pass Rate 1987/88	Pass Rate 1988/89
Level 1	52.6	66.7	22.6
Level 2 Adm.	53.5	55.4	55.3
Level 2 Trans.	40.2	45.3	38.2
Level 2 Int.	50.3	57.2	49.3
Level 3 Trans			
Paper 1:	34.9	31.5	31.4
Paper 2:	33.6	37.8	37.6
Level 3 Int.	27.8	23.1	32.1
Level 4 Trans.			
Paper 1:	64.5	13.2	22.2
Paper 2:	35.9	10.8	0.0

A comparison of pass rates on a State basis as shown by Table 6 reveals the following patterns: -

- Where wide variations from the average occur, (note statistics for NT, TAS) there has been a very small candidature (usually less than 10) which renders the statistics insignificant.
- Due to the small candidature in the Northern Territory and Tasmania, comparisons with the national average cannot be made with any reliability.

- . At Level 1, candidates in Queensland performed well above the national average and those in South Australia performed well below it.
- . At Level 2 Admission candidates in all States performed close to the national average with the exception of the ACT and WA where candidates performed well below the average.
- . At Level 2 Translation, the ACT candidates performed well below the national average. This may be related to the fact that more than 50% of tests were in one language which had a very low national pass rate. In WA the candidates performed well above the national average. Here the majority of candidates sat for tests in languages which had above average pass rates. In all other States, the pass rates approximated the national average.
- . At Level 2 Interpreting, the pass rates for the ACT and Victoria were significantly higher than the national average. All other States had pass rates similar to the national average.
- . At Level 3 Translation (into the other language), the ACT performed well above the average and SA performed well below the average. On tests into English candidates from both the ACT and South Australia performed below national average.
- . The Level 3 Interpreting test pass rate has been inflated by the Tasmanian result (100% for 1 candidate). Excluding Tasmania, the national average pass rate would be 26.11%. On this basis, the performance by NSW candidates was significantly better than in any other State.
- . At Level 4 the comparison to the national average has little meaning since very few candidates sat in any particular state.

The State variations in pass rates are often influenced by the regional pattern of languages in demand. The pass rates for languages vary considerably depending on the educational backgrounds of the candidates and the length of time they have been resident in Australia. As an example, the pass rates for various languages tested at Level 3 (translation into the other language) with a candidature in excess of 20 ranged from 12.5% for Polish to 59.65% for German.



Table 6: Percentage Pass Rates for NAATI Tests by State: 1988/89 Program

TEST	ACT	NSW	NT	QLD	SA	TAS	VIC	WA	National Average
Level 1	21.05	18.01	50.00	38.46	12.50	0.00	16.67	23.81	22.64
Level 2 Adm	47.44	56.38	53.57	52.58	54.79	90.00	58.77	40.54	54.34
Level 2 Trans	18.23	39.40	21.59	40.26	40.15	33.33	37.55	55.32	38.23
Level 2 Int	58.06	48.31	36.36	48.61	43.14	25.00	58.16	46.67	49.34
Level 3 Trans									
Paper 1	51.02	28.38	60.00	29.41	23.53	50.00	25.00	36.17	31.38
Paper 2	29.17	43.12	28.57	32.26	26.09	33.33	38.06	37.50	37.61
Level 3 Int	26.67	37.12	20.00	23.53	25.00	100.00	28.28	22.22	32.08
Level 4 Trans									
Paper 1	N/A	20.00	N/A	50.00	N/A	N/A	40.00	0.00	22.22
Paper 2	0.00	0.00	N/A/	N/A	0.00	N/A	0.00	0.00	0.00

#### B.1.2.3 Persons Awaiting Testing

Since 1986 NAATI has made a conscious effort to reduce the "backlog" of candidates waiting to sit for tests. In 1987/88 NAATI redefined the "backlog" as the number of candidates who are waiting for their first invitation to be tested in a language that is tested on a frequent or occasional basis. This definition excluded those candidates who have applied for accreditation in a language never likely to be tested since candidates in this category are eligible for Recognition. The number of candidates in this category is relatively small, (see Table 7 below) but it will continue to increase slightly each year.



Table 7: Number of Language Entries Seeking Accreditation in Languages  
Never Likely to be Tested

Test	30.6.1987	30.6.1988	30.6.1989
Level 1 Accreditation	79	92	102
Level 2 Admission	278	284	288
Level 2 Translation	72	78	108
Level 2 Interpreting	49	53	55
Level 3 Translation	111	112	130
Level 3 Interpreting	38	49	48
Level 4 Translation	1	2	9
TOTAL	628	670	740

In terms of the number of candidates awaiting their first invitation to be tested in a language that is tested on a frequent or occasional basis, (the "backlog") Table 8 below demonstrates that very significant progress has been made in the period under review. In the twelve month period to 30 June 1989, the backlog has been reduced from 5,371 language entries to 2,484. This has been made possible by the nature of the testing program in 1988/89 which included testing at Level 1 and Level 2 Admission for which there was the largest demand. The backlog has been reduced for every type of test with the exception of Level 4. At this Level, NAATI is receiving a significant number of new requests for testing as the availability of Level 4 tests becomes more widely known.

It is now anticipated that the backlog will be marginally reduced again in the next twelve month period and then will stabilise at approximately 2000 language entries per year. Each year NAATI receives approximately 1600 new applicants who make requests for 4,480 tests. Many of these requests are fulfilled during the year of application within the annual testing program. The requests associated with languages not tested within the program, or those which have been received after the closing date for testing will be included in the backlog.

Table 8: Status of Language Entries in Relation to Invitations to Tests:  
at 30 June 1987, 30 June 1988 and 30 June 1989

(a) 30 June 1987

Test Type	Not yet Invited *1	Invited Once	Invited Twice	Invited Thrice	Removed *2
Level 1 Accreditation	1009	1717	33	0	0
Level 2 Admission	2054	2170	1916	17	3107
Level 2 Translating	436	1287	564	203	59
Level 2 Interpreting	404	999	560	264	64
Level 3 Translating	987	1742	422	181	89
Level 3 Interpreting	849	1264	461	221	52
Level 4 Translating	139	76	1	0	0
	5878	9255	3957	886	3371

(b) 30 June 1988

Test Type	Not yet Invited *1	Invited Once	Invited Twice	Invited Thrice	Removed *2
Level 1 Accreditation	1219	1748	33	0	0
Level 2 Admission	2102	2117	2036	12	3427
Level 2 Translating	468	1299	800	165	267
Level 2 Interpreting	505	992	737	232	321
Level 3 Translating	498	1320	1318	356	282
Level 3 Interpreting	428	1058	1141	393	282
Level 4 Translating	113	102	75	1	0
Total	5371	8650	6163	1151	4583

(c) 30 June 1989

Test Type	Not yet Invited *1	Invited Once	Invited Twice	Invited Thrice	Removed *2
Level 1 Accreditation	417	1274	1567	1	29
Level 2 Admission	589	2095	1833	14	5165
Level 2 Translating	343	1293	1108	652	457
Level 2 Interpreting	364	1394	864	581	560
Level 3 Translating	340	851	1300	1060	690
Level 3 Interpreting	288	751	1090	916	684
Level 4 Translating	143	44	95	55	15
Total	2484	7702	7857	3279	7600

Footnote:

- \*1. Entries which have not been invited to sit for a test constitute the "backlog".

- \*2. Persons who have been invited three times to a particular test but have not achieved accreditation, either by failure of the test and/or by not sitting for the test, are removed from the waiting list. Unlike the other figures in the table, these are cumulative figures, since the inception of the policy. In addition to these figures, a small number of removals arise from other causes, eg. death of an applicant, withdrawal of application for testing, or permanent relocation overseas.

#### B.1.2.4 Testing Activities: Summary

Table 9 below summarises the statistics on applicants and language entries for the 1988/89 period. During the period, 889 candidates received their first accreditation and an additional 353 candidates received a second, third or more accreditation, giving a total of 5,702 accredited persons at the end of the period under review. The total number of accreditations at 30 June 1989 was 9,091 (or approximately 1.59 per person), while 641 persons held 1175 recognitions. Of the 9,091 accreditations 2,999 are at Level 3, 146 at Level 4 and 8 at Level 5.

Table 9: Applicant Statistics: Persons and Language Entries

a) Persons

Number of applicants, up to 30.6.1988	14,422
Number of new applicants 1.7.1988-30.6.1989	1,605
<u>Total number of applicants, as at 30.6.1989</u>	<u>16,027</u>

Number of persons accredited, up to 30.6.1988	4,813
Number of applicants accredited, 1.7.88-30.6.1989 without previous accreditations	889
<u>Total number of persons accredited as at 30.6.1989</u>	<u>5,702</u>

Number of persons recognised, up to 30.6.88	627
Number of persons recognised 1.7.88-30.6.89	17
<u>Total number of persons recognised as at 30.6.89</u>	<u>644</u>

Total persons accredited and/or recognised at 30.6.88	5,440
<u>Total persons accredited and/or recognised at 30.6.89</u>	<u>6,346</u>

b) Language Entries

Number of language entries, up to 30.6.1988	40,151
Number of new language entries 1.7.88-30.6.89	4,872
<u>Total number of language entries as at 30.6.1989</u>	<u>45,023</u>

Number of language entries accredited up to 30.6.88	7,543
Number of language entries accredited 1.7.88-30.6.89	1,548
<u>Total number of language entries accredited as at 30.6.89</u>	<u>9,091</u>

Number of language entries recognised up to 30.6.1988	1,078
Number of language entries recognised 1.7.88-30.6.89	39
<u>Total number of language entries recognised as at 30.6.89</u>	<u>1,117</u>

Total number of language entries accredited/recognised as at 30.6.88	8,621
<u>Total number of language entries accredited/recognised as at 30.6.89</u>	<u>10,208</u>

The general trends in the testing process are demonstrated by Graphs 1 to 3. Graph 1 illustrates the size of the various testing programs between 1984 and 1989. It can be seen that the 1988/89 program was comparative to that of 1986/87, and that both represent the largest programs to date. It can also be seen that admission tests are decreasing in importance and after the most recent program, will no longer be part of the testing process due to the policy introduced late in the year under review.

Graph 2 illustrates the person statistics at 30 June 1989. As expected, it can be seen that New South Wales and Victoria have the largest number of applicants and accredited persons. In most States between 35% and 45% of applicants are accredited, the only exception being Tasmania which has approximately 23% of its applicants accredited. It is interesting to note that of the overseas applicants, approximately 64% have achieved accreditation, most of which have done so by the testing method.

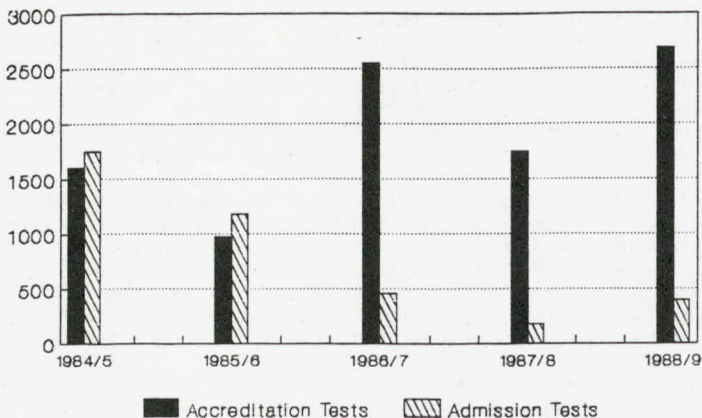
Graph 3 shows the level activity associated with the testing program for 1988/89 on a State basis. It can be seen that New South Wales and Victoria dominate the activities with a large number of new requests for testing, the majority of test results being issued and the largest number of accreditations awarded. It can also be seen that the ACT, South Australia, Queensland and Western Australia are comparative in the level of activity at approximately 15% to 20% of that of New South Wales. Activity in the Northern Territory and Tasmania is well below that of other States and indicates that additional encouragement is needed in these States to promote professional interpreting and translation. Overall, the number of accreditations awarded represents only about 10% of the results given. This may be explained by the fact that the component designated as "results" includes a result of "did not sit" in addition to "pass" and "fail". It also includes the results for the admission test which does not affect the number of accreditations. Thus, the proportion of results which are shown as accreditations should not be considered as an indication of the pass rate for tests.

In summary, it is clear from the graphs that there is a continuing demand for NAATI tests from new applicants. In the period under review NAATI received an additional 3,941 requests for tests. To date, 6,380 accreditations have been awarded on the basis of testing with 1,091 being awarded in the period under review. Approximately 60% of all accreditations have been made to persons resident in New South Wales and Victoria. Additional accreditations have been made on the basis of NAATI-approved courses or by overseas qualifications.

GRAPH 1

## Number of Tests 1984-1989

### Accreditation and Admission Tests

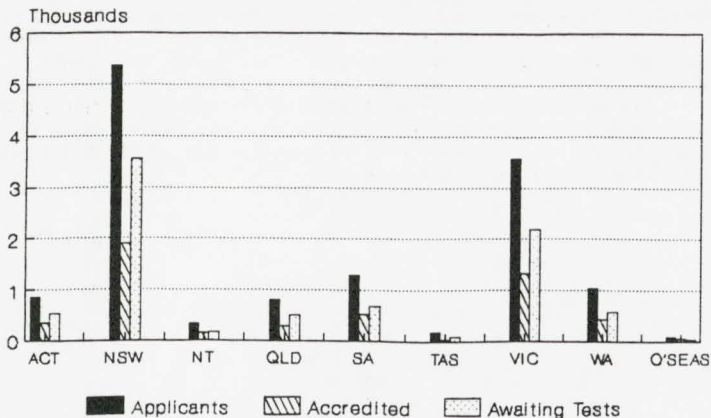


Based on Language Entries

GRAPH 2

## PERSON STATISTICS: 30.6.89

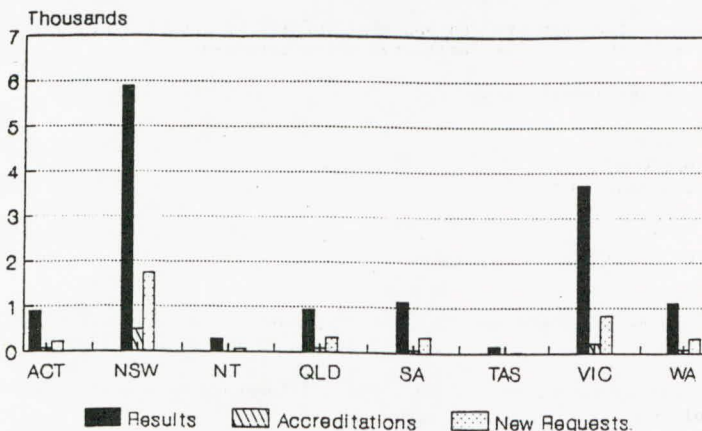
### Applicants, Accredited, Awaiting Tests





GRAPH 3

## TESTS: 1.7.88 to 30.6.89 Results,Accreditations,New Requests



Based on Language Entries

### B.1.2.5 Testing Policy Issues

At the last meeting of the year on 2-3 June 1989, the Advisory Committee on Testing presented a verbal report which foreshadowed recommendations concerning new selection procedures for Language Panel Membership, new test formats, and revised eligibility criteria for Level 2 and 3 accreditation. In order to permit adequate time for consideration and/or implementation of new selection procedures for the Language Panel appointments, the Board resolved to extend the current appointments from October 1989 to January 1990. Decisions were not taken on proposed changes to the test formats or the eligibility criteria for accreditation tests at Levels 2 and 3 since the Advisory Committee on Testing had not been able to submit the proposals in writing to the Board at the time of this last meeting.

## B.2 COURSES OF STUDY

Submissions for approval/re-approval of I/T 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 1989

A	South Brisbane College TAFE	Certificate in Interpreting and Translating (Level 2) (1988-1992)
R	Casuarina Secondary College	Level 1 Language Aide course (1988 only)
R	University of Wollongong	Level 2 Interpreter/Translator course (1988-1992)
A	Petersham TAFE	Level 2 Interpreting course New language streams: Mandarin, Khmer (1989)

A list of NAATI-approved courses as at June 1989 can be found in Appendix 7

### Other Course Proposals

Macarthur Institute of Higher  
Education

Proposal for Macsearch Legal Interpreter course. The course was of too specialised a nature to conform to NAATI guidelines for I/T assessment at Level 3. NAATI was not ready to instigate a scheme of special endorsements within the present accreditation system.



The number of accreditations granted on the basis of course completion are shown in Tables 10 and 11 below.

Table 10: Number of Accreditations by Course - 1.7.88 - 30.6.89

<u>State</u>	<u>Level 4</u>	<u>Level 3</u>	<u>Level 2</u>	<u>Level 1</u>	<u>Total</u>
<u>New South Wales</u>					
Burwood Girls' High School	N/A	N/A	N/A	11	11
Macarthur Institute of Higher Education	N/A	27	37	N/A	64
Petersham TAFE	N/A	N/A	13	34A	47
Sydney TAFE	N/A	N/A	8	N/A	8
University of Wollongong	N/A	N/A	8	N/A	8
Newcastle TAFE	N/A	N/A	5	N/A	<u>5</u>
					143
<u>Australian Capital Territory</u>					
Canberra CAE	N/A	1	N/A	N/A	2
ACT TAFE	N/A	N/A	4	N/A	<u>8</u>
					10
<u>Northern Territory</u>					
Northern Territory University	N/A	N/A	7	N/A	<u>7</u>
					7
<u>Queensland</u>					
University of Queensland	4	N/A	N/A	N/A	4
South Brisbane TAFE	N/A	N/A	13	N/A	<u>13</u>
					17
<u>South Australia</u>					
SACAE	N/A	13	N/A	N/A	13
Adelaide TAFE	N/A	N/A	33	N/A	<u>33</u>
					46
<u>Victoria</u>					
RMIT Technical College	N/A	N/A	163	N/A	163
Victoria College	N/A	12	N/A	N/A	<u>12</u>
					175
<u>Western Australia</u>					
Perth Technical College	N/A	N/A	26	N/A	26
WACAE	N/A	11	N/A	N/A	<u>11</u>
					37
<b>TOTAL ACCREDITATIONS</b>	<b>4</b>	<b>65</b>	<b>321</b>	<b>45</b>	<b>435</b>

\* N/A - Not available

Table 11: No of Accreditations by Course: 1985/86 to 1988/89

	1985/86 Level				1986/87 Level				1987/88 Level				1988/89 Level						
State	3	2	1	Total	4	3	2	1	Total	4	3	2	1	Total	4	3	2	1	Total
<u>ACT</u>																			
ACT TAFE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8	-	8
Canberra CAE	5	-	-	5	-	-	-	-	-	-	1	-	-	1	-	2	-	-	2
Total	5	-	-	5	-	-	-	-	-	-	1	-	-	1	-	2	8	-	10
<u>NSW</u>																			
Macarthur IHE	-	8	-	8	-	1	16	-	17	-	9	6	-	15	-	27	37	-	64
Sydney TAFE	-	-	-	-	-	1	22	-	22	-	-	1	-	1	-	-	8	-	8
Petersham TAFE	-	42	-	42	-	-	14	-	14	-	-	15	-	15	-	-	13	34	47
Newcastle TAFE	-	7	-	7	-	-	-	-	-	-	-	-	-	-	-	-	5	-	5
Uni of Wollongong	-	6	-	6	-	-	-	-	-	-	-	1	-	1	-	-	8	-	8
Burwood G.H.S.	-	-	-	N/A	-	-	-	-	N/A	-	-	-	16	16	-	-	-	11	11
Total	-	63	-	63	-	1	52	-	53	-	9	23	16	48	-	27	71	45	143
<u>N.T.</u>																			
Darwin Inst Tech.	-	1	1	2	-	-	6	-	6	-	-	3	-	3	-	-	7	-	7
SAL Batchelor	-	6	-	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
IAD Alice Springs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Casuarina S.C.	-	-	-	-	-	-	2	-	2	-	-	-	-	-	-	-	-	-	-
Total	-	7	1	8	-	-	6	2	8	-	-	3	-	3	-	-	3	-	3
<u>QLD</u>																			
Uni of Queensland	7	-	-	7	3	-	-	-	3	7	-	-	-	7	4	-	-	-	4
Sth Brisbane TAFE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13	-	13
Total	7	-	-	7	3	-	-	-	3	7	-	-	-	7	4	-	13	-	17
<u>S.A.</u>																			
SA CAE	9	9	-	18	-	3	-	-	3	-	-	-	-	-	-	13	-	-	13
Adelaide TAFE	-	86	-	86	-	-	19	-	19	-	-	13	-	13	-	-	33	-	33
Total	9	95	-	104	-	3	19	-	22	-	-	13	-	13	-	13	33	-	46
<u>VIC</u>																			
Victoria College	11	-	-	11	-	10	-	-	10	-	7	-	-	7	-	12	-	-	12
RMIT CAE	16	-	-	16	-	2	-	-	2	-	1	-	-	1	-	-	-	-	-
RMIT TAFE	-	123	-	123	-	-	88	-	88	-	-	81	-	81	-	-	163	-	163
Total	27	123	-	150	-	12	88	-	100	-	8	81	-	89	-	12	163	-	175
<u>W.A.</u>																			
WA CAE	6	-	-	6	-	1	-	-	1	-	2	-	-	2	-	11	-	-	11
Perth Tech College	-	65	-	65	-	-	36	-	36	-	-	16	-	16	-	-	26	-	26
Total	6	65	-	71	-	1	36	-	37	-	2	16	-	18	-	11	26	-	37
Totals (Overall)	54	353	1	408	3	17	201	2	223	7	20	136	16	179	4	65	321	45	435

### B.3. Overseas Qualifications

20 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:-

Table 12: Accreditation by Overseas Qualifications: 1/7/88 - 30/6/89

	<u>No of</u> <u>Accreditations</u> <u>Awarded</u>	<u>Languages Covered</u>
<u>Level 4 Accreditation</u>		
Translator	4	Arabic, German
Translator into English	5	German, Afrikaans, Italian
Interpreter	4	Mandarin, German, French
Interpreter into English	2	Dutch, Spanish
Interpreter from English	2	German
<u>Level 3 Accreditation</u>		
Interpreter	2	Cantonese, French
Translator	3	German, Mandarin, Spanish
Translator into English	1	Cantonese
Total number of applications assessed by the Committee:		20
Total number of accreditations awarded:		23
Total number of persons accredited:		18

Table 13: Accreditations by Overseas Qualifications: 1984/5 - 1988/89

	<u>1984/85</u>	<u>1985/86</u>	<u>1986/87</u>	<u>1987/88</u>	<u>1988/89</u>
Number of applications assessed	32	22	25	17	20
Number of persons accredited	17	17	18	13	18
** Number of accreditations awarded:-					
Level 4	7	9	6	16	17
Level 3	11	9	14	5	6
Level 2	13	6	4	4	0
Total no. of accreditations:	31	24	24	25	23

\* First meeting of the new Overseas Qualifications Committee (3/8/84). The previous Committee last met in May 1983 so a larger number of applications were assessed.

\*\* This is not the total no of applications received: only those eligible for assessment by QAAC.

#### B.4: Recognition

##### Policy on the Award of NAATI Recognition

Recognition may now be granted only in special circumstances to applicants who have applied since 31 March 1983. An application for recognition will 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. To ensure that the status of Recognition would in future be distinct from the levels scheme for Accreditation, the NAATI Board decided that as from March 1989 a level of competence should no longer be specified. 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. Recognition is available in English and one or more other languages.

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

Table 14: Number of Recognitions 1/7/88 - 30/6/89 \*

Armenian	3
Assyrian	1
Cebuano	1
Dari	2
Hebrew	1
Hindi	1
Latin	1
Pilipino (Tagalog)**	1
Punjabi	1
Pushto	2
Slovene	1
Swedish	2
Tamil	1
Tetum (Timorese)	1
Tongan	1
Urdu	4
	<u>25</u>

Recognitions:

	<u>1985/86</u>	<u>1986/87</u>	<u>1987/88</u>	<u>1988/89</u>
Total	16	19	5	25

\* Note: Some people have Recognition in more than one language.

\*\* This Recognition was made to the Chairperson of the Language Panel, as accreditation by test was not available to her in this year.

The five Recognitions granted in 1987/88 represented a sharp decrease from the 19 in the previous year and 16 in 1985/86.

#### B.5: Patterns of Accreditation

NAATI accreditation may be attained by three methods: by sitting for a NAATI test; by successfully completing a NAATI-approved course at an Australian institution; and by qualifications in I/T obtained from a recognised training institution overseas. Since the inception of NAATI in 1977, the majority of accreditations have been awarded by the testing method, although it had been expected that accreditation by testing would decrease as accreditation by course became the normal means of entry to the profession. However, Graph 4 illustrates that although accreditation by the testing method declined slightly between 1984/5 and 1986/7, it increased dramatically in 1987/88 and 1988/89. It should be noted, however, that at least one third of the accreditations granted in the period 1987/88 were as a result of tests conducted in the previous testing program (1986/7) while at least 85% of those shown for 1988/89 are related to that particular program. Over the longer term accreditation by testing has increased significantly.

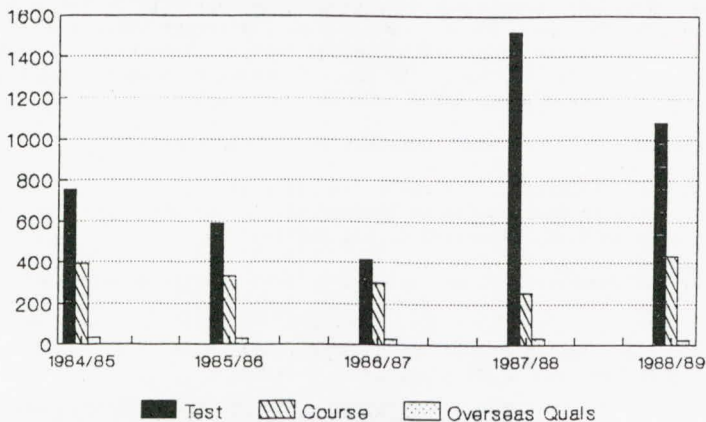
There has been concern that accreditations by course appear to have fallen between 1984/5 and 1987/88. However, it should be noted that the earlier statistics include graduates of courses from more than one year whereas the more recent statistics relate more directly to graduates of that particular year. Graph 4 illustrates that the number of accreditations by course completion has increased significantly in the period under review. Although this is encouraging, it should be noted that of the 435 course accreditations, only 69 were at Level 3 or 4. During 1988/89, a very large number of accreditations were granted as a result of completion of Level 2 courses in Victoria (159) and New South Wales (83).

The trend in accreditation by overseas qualifications has remained constant throughout the period at approximately 25 per year. The number of accreditations granted in 1988/89 was only slightly less at 23. The new NAATI policy of assessing only qualifications which relate to NAATI Levels 4 and 5 seems to have had little impact.

GRAPH 4

# ACCREDITATIONS BY METHOD

## By Test, Course, Overseas Qualification



Based on Language Entries



B.6: Interpreting and the Law Conference:

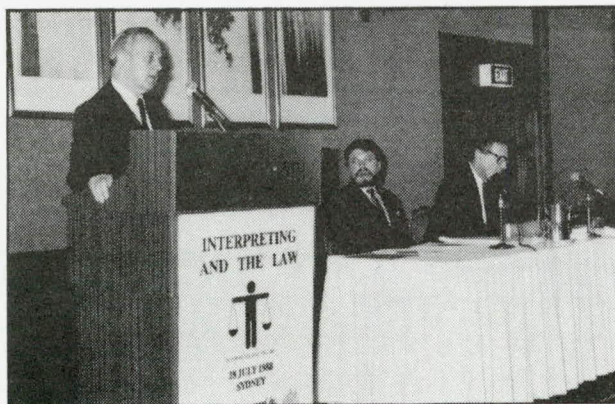
In July 1988, NAATI, in conjunction with the Office of Multicultural Affairs and the Human Rights and Equal Opportunity Commission convened a major national conference. NAATI was responsible for the organisation of the conference while the other two supporting bodies contributed financially. The Conference was convened in response to deficiencies in the legal interpreting system which does not adequately meet the demand for qualified legal interpreting assistance to be provided to clients of non-English-speaking background.

The Conference provided an opportunity to assemble the policy-makers, advisors and practitioners in order to stimulate discussion as a basis for creating policy options as part of an information gathering exercise for the "National Agenda for a Multicultural Australia". The Conference was opened by The Hon. Lionel Bowen, M.P., Attorney-General of Australia and was subsequently addressed by several notable speakers including The Hon. Justice Marcus Einfeld, The Hon. Christopher Sumner, M.L.C., The Hon. Justice Michael Kirby, C.M.G. and Sir Harry Gibbs.

There were two very clear outcomes of the Conference:

- a) the reiteration of the principle that the right of a non-English-speaking person to an interpreter is one which must be unchallenged and actively supported by all parties; and
- b) the demonstration of positive support for the development and improved use of an efficient, ethical and equitable legal interpreting system.

Due to the importance of the papers presented at this Conference, NAATI is in the process of publishing the proceedings.



The Hon Lionel Bowen, Attorney General, addresses the Conference. Seated are Dr Peter Shergold and Hon Justice Marcus Einfeld.

#### B.7 Ad Hoc Party Working Party on Registration

An Ad Hoc Working Party was established by the Officials of Immigration and Ethnic Affairs at their meeting in October 1988 to examine the legislative aspects required to give official status to a "Register of Qualified Interpreters and Translators". The Working Party met twice, on 8 December 1988 and again on 10 February 1989. The composition of the Working Party was determined as being one representative from the Commonwealth (Mr Laurie Westcott), one representative from the States/Territories (Ms Maria Jockel) and two representatives from NAATI (Mr Anthony Restuccia and Ms Sherrill Bell).

In preparation for the meetings NAATI obtained two Memoranda of Advice from two well respected NSW solicitors and barristers, Mr A Robertson and Mr Chester Porter. The Memoranda of Advice included the legislative options available for the establishment of registration and licensing systems in Australia. At the two meetings, members deliberated the need for regulation, the preferred types of regulation and the impact of regulation on the profession. At the conclusion of the second meeting, the Working Party recommended in its report to the Conference of Ministers that the Ministers adopt in principle the proposal for a uniform legislatively based registration scheme for interpreters and translators.

At the Conference of Ministers in March 1989, the Ministers agreed that a system of regulation for the profession was required and that the most appropriate system would be a non-exclusionary system of registration. It was also agreed that the system would be national, uniform and legislatively based. Accordingly, the development and drafting of the legislation would become the responsibility of the Commonwealth Government through the Department of Immigration, Local Government and Ethnic Affairs (DILGEA).

#### B.8 The Australian Institute of Interpreters and Translators

NAATI was instrumental in establishing the national professional association (AUSIT) in September 1987 and supported it during the first year both financially and in kind. During the 1987/88 financial year, NAATI contributed approximately \$16,000 to the establishment of AUSIT.

During the period under review, NAATI was concerned by the lack of progress being made by the Association in terms of its membership drive and other professional activities. AUSIT requested another large input of funds from NAATI to assist in its general progress, but due to the difficult financial position of NAATI in this year, only \$6,600 could be provided to AUSIT. During 1988/89 the National Executive was located in New South Wales, under the chairmanship of Mr Luciano Ginori. The State branches became more active, with the South Australian Branch and the Western Australian Branch taking the lead. One of the important contributions of the association during this first year was the development of an acceptable code of ethics for the profession. NAATI has adopted this code and now publishes it in the Candidates' Manual for reference.

## B.9 NAATI Submissions to National/State Inquiries

### B.9.1. N.S.W. Committee of Inquiry into the Recognition of Overseas Qualifications

The New South Wales Premier and the New South Wales Minister for Ethnic Affairs established in 1988 a Committee of Inquiry into the Recognition of Overseas Qualifications. The inquiry was established to examine a range of issues relating to the assessment and recognition of overseas qualifications, skills and experience for employment purposes. The Committee was headed by Mr R. Fry who also chaired the 1981 Commonwealth Inquiry into Overseas Qualifications. NAATI presented a formal submission in November 1988 to the Committee for which it was formally thanked by Mr Fry.

In its response NAATI mentioned inadequacies in the provision of procedures for the assessment of qualifications of overseas-trained interpreters and translators and of re-training programs for them. "In planning for the establishment or maintenance of interpreting/translation centres in Australia, efforts should be made to build on existing sources in order to provide an adequate number and a reasonable distribution of courses."

### B.9.2 Senate Standing Committee on the Environment, Recreation and the Arts Inquiry into the Australian Tourist Industry

The Australian Senate Standing Committee on the Environment, Recreation and the Arts appointed a Committee of Inquiry into the Australian Tourist Industry in October 1988. The Inquiry was to report on:

1. The role of the Commonwealth Government in the further development of the Australian tourist industry with particular reference to:
  - . the environmental impact of tourist development, particularly in coastal regions and natural heritage areas, and
  - . the co-ordination of foreign tourist development strategies between the states
2. The role of foreign investment in tourist development and the net benefit to Australia of overseas tourism.

NAATI presented a submission to the Committee of Inquiry. In its submission, NAATI stressed that considerable benefits to Australia would be gained by improved interpreter/translator services including additional foreign exchange earnings - greater access to export markets; higher standards of service for tourists; and additional conferences staged in Australia. Good communication and the professional use of languages must be seen as essential for the long term growth of the Australian tourist industry. "Decision makers at all levels of this industry should be fully aware of the important role played by translators, interpreters and bilingual tourist guides who are not second-grade 'helpers' but true professionals who can be relied upon, treated and paid accordingly," NAATI's submission concluded.

## Part C: Financial Report

### C.1 Overview

Operations in the year ended 30 June 1989 resulted in an audited profit of \$175,988 as compared to an audited loss of \$121,612 in the previous period. The turnaround of \$297,600 was achieved through a \$60,000 increase in Government funding and through the increase of revenues from exams and other sources of \$122,000. In addition, operating costs were cut by \$104,000 through the stringent control of major items of expenditure such as printing, postage, telephone, courier, and through the deferral of the purchase of new equipment. The reduction in costs affected the services and performance in areas other than testing. As a result, publications were curtailed (three issues only of NAATI NEWS), mail-outs were delayed and general service delivery was slow due to the reduction in casual staff numbers. However, the initiatives taken to raise extra revenue and the economies imposed to reduce expenditure were well rewarded by the positive result of the profit/loss outcome.

### C.2 NAATI Income and Expenditure: 1988/89

Table 14 below is based on cash-flow accounting and indicates the actual income and expenditure during the specified period. It also includes information for the preceding two years, that is, since the commencement of the Five Year Plan in July 1986.

The table is based on cash flow operations during the year and indicates a cash surplus of \$172,576 on 30 June 1989. This provided a short-term reserve to commence the new financial year without having to negotiate with the bank for an overdraft to cover the period prior to the receipt of the Government grants. In the period under review, six Governments paid their full subsidy in one payment during the first two months of the financial year. This increased the financial security of NAATI and enabled a reasonable sum of interest to be earned



Table 15: NAATI Income and Expenditure (a)

	1986/87	1987/88	1988/89
<b>A. INCOME</b>			
1. <u>Government</u>			
Commonwealth	255,000	304,695	334,572
A.C.T			1,250
New South Wales	90,273	107,865	118,442
Northern Territory	2,254	2,694	2,958
Queensland	41,624	49,735	54,612
South Australia	22,590	27,357	29,640
Tasmania	7,285	8,705	9,559
Victoria	67,996	81,250	86,000
Western Australia	22,978	27,455	30,148
Total	510,000 (62.4%)	609,756 (65.2%)	667,181 (59.9%)
2. <u>Non-Government</u>			
Testing-Related (c)	244,141 (29.9)	240,960 (26.21)	327,311
Other	63,445 ( 7.8)	70,526 (22.6 )	102,144
OMA*		14,126 ( 1.5)	17,896
Total	307,586 (37.6%)	325,612 (34.8%)	447,351 (40.1%)
3. Total Income	817,586 (100%)	935,368 (100%)	1,114,532 (100%)
<b>B. EXPENDITURE</b>			
Testing-Related (c)	129,497 (17.3%)	206,489 (20.4%)	228,299 (24.2%)
Other	617,956 (82.7%)	774,896 (76.7%)	686,424 (72.9%)
OMA		28,502 ( 2.8%)	27,233 ( 2.9%)
Total Expenditure	747,453 (100%)	1,009,867 (100%)	941,956 (100%)
C. SURPLUS/(DEFICIT)	70,133	(74,499)	172,576

(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 the commencement of the Five Year Plan.

(b) It is not practicable to attribute all testing-related items; e.g. staff salaries, postage/courier, telephone etc. are still shown under "Expenditure - Other".

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

\* OMA - Office of Multicultural Affairs

### C.3. Financial Statements: 1988/89

The following pages provide the audited reports for the financial year ending 30 June 1989. The Balance Sheet indicates an accumulated profit for the company of \$20,813 as compared to an accumulated loss of \$155,175 in the preceding year. The detailed Profit and Loss statement for the year ending 30 June 1989 shows a net operating profit for the year of \$175,988. The explanation for the profit in this financial year is provided above.

An analysis of the financial statements for 1988/89 indicate a number of trends:

- a) a small increase in Government revenue in real terms in accordance with the Five Year Plan;
- b) an increase in the significance of non-Government income from 34.8% in 1987/88 to 40.1% in 1988/89; and
- c) a 6.7% reduction in expenditures in the year under review.

In accordance with arrangements made at the end of the previous period, the financial resources in 1988/89 were managed by using a cash-flow accounting system. This permitted a better system for controlling the revenue and expenditures on a monthly basis and permitted forecasting techniques to be used with greater accuracy. The new accounting system was a major factor in controlling the balance between income and expenditure. Members of the Board were supplied with monthly financial statements which incorporated the new accounting system. In contrast, the end-of-year financial statements are based on accrual accounting procedures.

NATIONAL ACCREDITATION AUTHORITY FOR  
TRANSLATORS AND INTERPRETERS LTD.

(A Company Limited by Guarantee)

AUDIT REPORT

We have audited the accompanying accounts, being the Balance Sheet, Profit and 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, 1989 and of the profit 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

Canberra

Date: 9th Nov 1989



NATIONAL ACCREDITATION AUTHORITY FOR  
TRANSLATORS AND INTERPRETERS LTD.  
(A Company Limited By Guarantee)

STATEMENT BY DIRECTORS

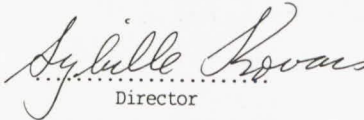
1. In the opinion of the Directors of the National Accreditation Authority for Translators and Interpreters Ltd.:
  - a) The accompanying Profit and Loss Account is drawn up so as to give a true and fair view of the profit of the Company for the financial year ended 30th June, 1989.
  - b) The accompanying 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: 9th Nov 1989.



.....  
Director



.....  
Director

NATIONAL ACCREDITATION AUTHORITY FOR  
TRANSLATORS AND INTERPRETERS LTD.  
(A Company Limited By Guarantee)

BALANCE SHEET AS AT 30TH JUNE, 1989

<u>1988</u>		<u>NOTE</u>	<u>1989</u>
\$			\$
	<u>CURRENT ASSETS</u>		
(42,189)	Cash	2	132,601
5,229	Other	3	11,277
-----			-----
(36,960)	TOTAL CURRENT ASSETS		143,878
-----			-----
	<u>NON-CURRENT ASSETS</u>		
71,518	Property, Plant and Equipment	4	61,782
-----			-----
71,518	TOTAL NON-CURRENT ASSETS		61,782
-----			-----
34,558	TOTAL ASSETS		205,660
-----			-----
	<u>CURRENT LIABILITIES</u>		
55,106	Creditors and Borrowings	5	91,833
42,414	Provisions	6	25,145
82,508	Other	7	56,962
-----			-----
180,028	TOTAL CURRENT LIABILITIES		173,940
-----			-----
	<u>NON-CURRENT LIABILITIES</u>		
9,705	Provisions	8	10,907
-----			-----
9,705	TOTAL NON-CURRENT LIABILITIES		10,907
-----			-----
189,733	TOTAL LIABILITIES		184,847
-----			-----
(\$155,175)	NET ASSETS		\$20,813
=====			=====
	<u>EQUITY</u>		
(155,175)	Accumulated Profit (Loss)		20,813
-----			-----
(\$155,175)	TOTAL EQUITY		\$20,813
=====			=====

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, 1989

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>1988</u>	<u>NOTE 2 - CASH</u>	<u>1989</u>
637	Cash on Hand	586
(46,296)	Australian Capital Territory	(14,048)
1,218	New South Wales	845
(1,125)	Victoria	1,069
515	South Australia	(444)
377	Western Australia	2,851
144	Northern Territory	145
239	Queensland	883
129	Tasmania	523
10	C.P.S. Investment Account	10
1,963	O.M.A. Bank Account	950
-	C.P.S. Term Account	70,436
-	C.P.S. Money Managers Account	68,795
-----		-----
\$ (42,189)		\$132,601
=====		=====

NATIONAL ACCREDITATION AUTHORITY FOR  
TRANSLATORS AND INTERPRETERS LTD.  
(A Company Limited By Guarantee)

NOTES TO AND FORMING PART OF THE ACCOUNTS (Cont'd)

<u>1988</u>		<u>1989</u>
	<u>NOTE 3 - OTHER</u>	
992	Prepayments	1,830
4,237	Other Receivables	9,447
-----		-----
\$ 5,229		\$11,277
=====		=====
	<u>NOTE 4 - PROPERTY, PLANT AND EQUIPMENT</u>	
24,464	Furniture and Fittings	26,211
5,265	Less Accumulated Depreciation	7,522
-----		-----
19,199		18,689
-----		-----
95,877	Office Equipment	100,540
43,558	Less Accumulated Depreciation	57,447
-----		-----
52,319		43,093
-----		-----
\$ 71,518	Total Property, Plant and Equipment	\$61,782
=====		=====
	<u>NOTE 5 - CREDITORS AND BORROWINGS</u>	
\$ 55,106	Trade Creditors	\$91,833
=====		=====
	<u>NOTE 6 - PROVISIONS CURRENT</u>	
27,642	Provision for Annual Leave	25,145
14,772	Provision for Termination Payment	-
-----		-----
\$ 42,414		\$25,145
=====		=====
	<u>NOTE 7 - OTHER</u>	
68,013	Accruals : General	30,157
14,495	Exam Fees in Advance	26,805
-----		-----
\$ 82,508		\$56,962
=====		=====
	<u>NOTE 8 - PROVISIONS NON-CURRENT</u>	
\$ 9,705	Provision for Long Service Leave	\$10,907
=====		=====

NATIONAL ACCREDITATION AUTHORITY FOR  
TRANSLATORS AND INTERPRETERS LTD.  
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NOTE 9 - OFFICE OF MULTICULTURAL AFFAIRS

<u>1988</u>			<u>1989</u>	
-		Conference Receipts		12,896
14,126		Grants		-
-		Human Rights Sponsorship		5,000
-----				-----
14,126				17,896
		Less Expenses		
14,261		General Costs - Salaries	8,162	
1,397		- Other	78	
12,844	28,502	Conference Costs	18,915	27,155
-----	-----		-----	-----
(14,376)		Net (Loss)		\$(9,259)
=====				=====

NATIONAL ACCREDITATION AUTHORITY FOR  
TRANSLATORS AND INTERPRETERS LTD.  
(A Company Limited By Guarantee)

PROFIT & LOSS STATEMENT FOR THE YEAR ENDED 30TH JUNE, 1989

1988		NOTE	1989	
\$	\$		\$	\$
		<u>GOVERNMENT GRANT INCOME</u>		
304,695		Commonwealth Government	334,572	
107,865		New South Wales State Government	118,442	
81,250		Victorian State Government	89,214	
8,705		Tasmanian State Government	9,559	
27,357		South Australian State Government	29,640	
27,455		Western Australian State Government	30,148	
2,694		Northern Territory	2,958	
49,735		Queensland State Government	54,612	
-	609,756	Australian Capital Territory	1,250	670,395
-----			-----	
		<u>NON-GOVERNMENT INCOME</u>		
		<u>TEST-RELATED INCOME</u>		
180		Level 1	13,224	
8,160		Level 2 - Admission	20,019	
25,960		Translation	62,989	
50,864		Interpreting	66,910	
59,291		Level 3 - Translation	62,900	
48,458		Interpreting	47,395	
11,100		Level 4 - Translation	9,360	
6,075		"On Demand" Tests	13,288	
14,227		Sale of Sample Tests	17,161	
2,151	226,466	Counselling and Review	1,756	315,002
-----			-----	
		<u>OTHER INCOME</u>		
15,600		Application Fees	27,705	
2,592		Late Application Fee	7,515	
60		Cancellation Fee	225	
1,210		Overseas Qualifications	990	
405		Recognition Fees	725	
3,930		Certificate Renewal	3,630	
18,714		Sale of Initial Certificates	15,465	
6,583		Accreditation by Local Course	12,660	
-		Course Accreditation	382	
7,980		Sale of Directory	9,543	
216		Sale of Annual report	414	
6,490		Sale of Publications	6,972	
1,591		S.A.P.T.I. Workshops	1,307	
1,600		Government Trainee Subsidy	-	
3,498		Interest	12,224	
-		Insurance Recovery	1,489	
7	70,476	Sundry	2,897	104,143
-----			-----	
	\$906,698	TOTAL INCOME		\$1,089,540
	-----			-----

NATIONAL ACCREDITATION AUTHORITY FOR  
TRANSLATORS AND INTERPRETERS LTD.  
(A Company Limited By Guarantee)

PROFIT & LOSS STATEMENT (Cont'd)

<u>1988</u>		<u>NOTE</u>	<u>1989</u>
\$	\$		\$
	<u>LESS TESTING RELATED EXPENSES</u>		
3,651	Setting - Admission		3,640
13,663	- Translation		7,896
15,830	- Interpreting		16,392
-	- English Panel		960
12,300	Tape Purchase/Recording/Duplication/ Erasure/Typing		10,365
3,386	Hire of Test Venues/Equipment		6,280
63,635	Supervision/Invigilation/Live Examiners/ Readers/Actors		47,323
5,472	Marking - Admission		21,105
86,220	- Translation		71,719
29,567	- Interpreting		28,485
-	- Review of Tests		2,544
-	- On Demand Tests		867
-	Language Panel Honorarium		6,700
-	Sample Tests		3,592
-	Printing of Tests		2,488
7,559	Miscellaneous		5,512
-----			-----
			235,868
	<u>LESS OPERATING EXPENSES AUSTRALIA</u>		
55,353	Travel		19,007
10,758	Board and Lodging		1,293
4,047	Hire of Meeting Venues		902
	Auditor's Remuneration		
4,200	- Audit		4,500
12,860	- Other Services		12,695
27,476	Computer Consultant		21,622
402	Legal Fees		4,457
38,713	Printing		40,036
5,152	Agency Fees		-
346,682	Salaries - Permanent/Contract		315,922
27,321	- Casual		44,219
12,008	- Overtime		10,949
3,012	Long Service Leave	1(d)	1,202
6,255	Superannuation		9,615
26,323	Payroll Tax		14,535
4,173	Bank Charges		5,358
40,972	Office - Rental		47,282
3,568	Office - Upkeep		4,471
2,578	- Other		3,501
5,169	Electricity		5,208
19,225	Telephone		20,040



NATIONAL ACCREDITATION AUTHORITY FOR  
TRANSLATORS AND INTERPRETERS LTD.  
(A Company Limited By Guarantee)

PROFIT & LOSS STATEMENT (Cont'd)

<u>1988</u>			<u>NOTE</u>	<u>1989</u>	
\$	\$			\$	\$
-		Facsimile		249	
33,276		Postage/Courier		30,426	
7,343		Typing - External		559	
16,535		Depreciation	1(c)	16,146	
8,609		Equipment - Maintenance		7,939	
1,539		- Hire		699	
173		Books Purchased		436	
7,027		Advertising		5,569	
1,325		Chairman's Fees		-	
8,579		Insurance		11,569	
496		Interest		447	
11,473		Professional Development		620	
16,936		AUSIT Costs		6,600	
1,244		Workshops		268	
1,849	772,651	Penalties		84	668,425
-----				-----	
	14,376	Loss from Office of Multicultural Affairs Operations			9,259
-----				-----	
	1,028,310	Total Expenses			913,552
-----				-----	
(\$ 121,612)		Profit (Loss) for the Year			175,988
(\$ 33,563)		Accumulated Losses at the Beginning of the Financial Year			(155,175)
-----				-----	
(\$ 155,175)		Accumulated Profit (Loss) at the End of the Financial Year			\$20,813
=====					=====

NATIONAL ACCREDITATION AUTHORITY FOR  
TRANSLATORS AND INTERPRETERS LTD.  
(A Company Limited By Guarantee)

SOURCE AND APPLICATION OF FUNDS  
FOR THE YEAR ENDED 30TH JUNE, 1989

\$ 1988			NOTE	\$ 1989	
\$	\$			\$	\$
		<u>SOURCES OF FUNDS</u>			
		<u>Funds From Operations</u>	(1)		
920,824		Inflows of funds From Operations		1,107,436	
1,008,914	(88,090)	Less Outflow of funds From Operations		931,369	176,067
-----				-----	
		<u>Decrease in Assets</u>			
106,420		Cash		-	
94	106,514	Other Current Assets		-	
-----				-----	
		<u>Increase In Liabilities</u>			
-		Exam Fees in Advance		12,310	
47,072		Accruals		-	
-	47,072	Trade Creditors		36,727	49,037
-----				-----	
	\$65,496	TOTAL FUNDS AVAILABLE			\$225,104
	=====				=====
		<u>APPLICATION OF FUNDS</u>			
		<u>Increase in Assets</u>			
-		Prepayments		838	
4,019		Other Receivables		5,210	
-		Cash		174,790	
23,747	27,766	Assets Purchased		6,410	187,248
-----				-----	
		<u>Decrease in Liabilities</u>			
26,495		Trade Creditors		-	
11,235		Exam Fees in Advance		-	
-	37,730			37,856	37,856
-----				-----	
	\$65,496	TOTAL FUNDS APPLIED			\$225,104
	=====				=====

NATIONAL ACCREDITATION AUTHORITY FOR  
TRANSLATORS AND INTERPRETERS LTD.  
(A Company Limited By Guarantee)

NOTE 1 TO SOURCE AND APPLICATION OF FUNDS

Reconciliation of operating results with funds  
from operations is as follows:-

	(121,612)	Operating Result		175,988
		Add (Deduct):		
16,535		Depreciation	16,146	
3,012		Provision for Long Service Leave	1,202	
6,574		Provision for Termination Payment	(14,772)	
7,401	33,522	Provision for Annual Leave	(2,497)	79
-----	-----		-----	-----
	\$(88,090)	Funds from Operations		\$176,067
	=====			=====

ATTACHMENT 1: DIRECTORS' PARTICULARS

NAME	QUALIFICATIONS	SPECIAL RESPONSIBILITIES	SHARES IN THE COMPANY	CONTRACTS/PROPOSED CONTRACTS WITH COMPANY
Peter Martin	Agricultural & Educational Consultant	Chairman	Nil	Nil
Peter Davidson	Senior Lecturer	Director	Nil	Nil
John Kiosoglous	Senior Member of Administrative Appeals Tribunal	Director	Nil	Nil
Sybilie Kovacs	Immigration Consultant	Director	Nil	Nil
Luciana Nicholls	Practising Interpreter	Director	Nil	Nil

NATIONAL ACCREDITATION AUTHORITY FOR TRANSLATORS & INTERPRETERS LIMITED

(A COMPANY LIMITED BY GUARANTEE)

SCHEDULE OF OPERATING EXPENSES BY STATES

	ACT		NSW		VIC		TAS		SA		WA		NT		QLD		AUSTRALIA	
	1988	1989	1988	1989	1988	1989	1988	1989	1988	1989	1988	1989	1988	1989	1988	1989	1988	1989
Travel	55,353	19,007															55,353	19,007
Board & Lodg.	10,758	1,293															10,758	1,293
Hire of Meeting Venues	4,047	902															4,047	902
Auditors' Remun																		
Audit	4,200	4,500															4,200	4,500
Acc. Services	12,860	12,695															12,860	12,695
Comp. Consult.	27,476	21,622															27,476	21,622
Legal	402	4,457															402	4,457
Printing	28,901	32,868	2,650	2,766	4,920	1,885	972	122	5	350	717	1,230	90		458	815	38,713	40,036
Agency Fees													5,152				5,152	-
Salaries:-																		
Permanent	202,579	195,460	46,635	43,675	36,336	23,300	6,820	3,443	14,312	16,192	16,681	14,845	5,350	951	17,969	18,056	346,682	315,922
Casual	21,704	24,557	1,467	4,139	2,059	15,523			2,091								27,321	44,219
Overtime	3,780	6,795	3,413	2,243	1,109	369			1,204		1,417	585			1,085	957	12,008	10,949
L.S. Leave	3,012	1,202															3,012	1,202
Superann.	5,556	8,719															6,255	9,615
Payroll Tax	12,137	6,839	5,682	2,408	4,932	2,772	258	258	1,162	121	743	721	293	293	1,116	1,123	26,323	14,535
Bank Charges	3,204	4,675	424	177	197	267	45	53	66	44	75	74	39		123	68	4,173	5,358
Office Rental	20,985	26,031	9,574	9,384	8,347	9,619	206	160			1,860	2,088					40,972	47,282
Upkeep	2,867	2,858	393	1,007	308	606											3,568	4,471
Other	849	475	949	1,161	458	1,146	26	114	187		27	605	14		68		2,578	3,501
Electricity	3,562	4,132	1,077	507	530	569											5,169	5,208
Facsimile		249																249
Telephone	10,734	11,983	3,326	2,809	1,513	1,831	612	305			1,496	778	58		1,486	2,334	19,225	20,040
Postage/Cour.	25,658	24,929	2,623	2,653	2,768	787	87	57	48	190	1,158	1,266	267	80	667	464	33,276	30,426
Typing -																		
External	7,343	559															7,343	559
Depreciation	12,793	10,893	1,633	2,185	1,813	2,721	27	57	80	107	63	76	20	17	106	90	16,535	16,146
Equip. - Main	7,657	7,264	732	435	215	240			5								8,609	7,939
- Hire	172			179	835	400				60	294				238	60	1,539	699
Books Purchased	173	436															173	436
Advertising	4,683	2,775	658	2,200	682	474					701			120	303		7,027	5,569
Chairman's Fees	1,325																1,325	-
Interest	496	447															496	447
Insurance	8,579	11,569															8,579	11,569
Prof. Dev.	11,473	560		60													11,473	620
Work Shops -																		
SAPTI	1,109	268							135								1,244	268
AUSIT Costs	16,936	6,600															16,936	6,600
Penalties	1,849	84															1,849	84
<b>TOTAL</b>	<b>535,212</b>	<b>457,703</b>	<b>81,236</b>	<b>77,988</b>	<b>67,022</b>	<b>62,509</b>	<b>9,053</b>	<b>4,569</b>	<b>19,295</b>	<b>17,064</b>	<b>25,931</b>	<b>23,164</b>	<b>11,283</b>	<b>1,461</b>	<b>23,619</b>	<b>23,967</b>	<b>772,651</b>	<b>668,425</b>

## PART D: CONCLUSION

From the above commentary it can be seen that the year 1988/89 was a year of considerable achievement. During the year, NAATI was able to bring its financial situation under control through initiatives to increase revenue and through stringent control of expenditures. In spite of the control over finance, NAATI was able to maintain its testing commitments and to provide most of its other services. In addition, several important achievements were made, namely:

- a) the conduct of a major national conference, "Interpreting and the Law"
- b) the development of a framework for a system of registration for the interpreting and translation profession
- c) the conduct of a very large testing program
- d) the up-dating and up-grading of certain publications including a wide range of Sample Tests

By the end of 1988/89, NAATI had achieved a more visible and efficient profile in the community, and had implemented a more entrepreneurial approach in several areas. The organisation had commenced a program to diversify its activities to include the convening of major conferences, the sale of publications, the dissemination of a quarterly newsletter, the provision of seminars and workshops for intending candidates, and the presentation of papers at conferences. Through these additional activities and a more conservative approach to expenditures, NAATI was able to achieve a position of relative financial stability by the end of the financial year. It is expected that in the next financial year, NAATI will continue to raise its profile, through improving its administrative efficiency and increasing its representation at conferences, working parties, Government committees and task forces.

Approved for printing and distribution at the meeting of the Board of Directors on 10 August 1990.

P. Martin	Chairman
P. Davidson	Director
S. Kovacs	Director
J. Kiosoglous	Director
L. Nicholls	Director
S. Bell	Executive Director

## APPENDICES



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:

This extract contains information considered to be of most interest to readers, and includes amendments made in 1986 and 1989. The full text of the Memorandum and Articles may be obtained from the Central Office.

Australian Government  
Solicitor  
Canberra ACT 2600

July 1989

Companies Act 1981  
A Company Limited by Guarantee

MEMORANDUM OF ASSOCIATION

OF

NATIONAL ACCREDITATION AUTHORITY FOR TRANSLATORS  
AND INTERPRETERS Ltd

Name

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

Objects

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

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

- f. determine the level of accreditation of a translator or interpreter and create a new entry in the register or add to 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 courses qualifying graduates for accreditation by the Authority.
- e. To examine and assess the qualifications of translators and interpreters trained overseas who apply for accreditation on the basis of such qualifications and, where appropriate, grant accreditation on this basis.
- f. To establish State Territory and other regional bodies for the purpose of obtaining advice and assistance.
- g. To subscribe to, participate in, co-operate or enter into any arrangement with, any company, institution, society or organization, whether incorporated or not, whose objects are altogether or in part similar to those of the Authority.

Provided that the Authority shall not subscribe to or participate in or support with its funds any company, institution, society or organization which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Authority under or by virtue of clause 4 of this Memorandum.

- h. To engage, or arrange for, persons or bodies to undertake activities in Australia or elsewhere, directed to or associated with the promotion or pursuit of translating and interpreting or the achievement of other objects of the Authority on such terms and for such consideration, including sharing of expenditure and proceeds, as the Authority deems appropriate.
- i. In any manner and by any means to solicit from members of the public and from individuals donations, gifts and bequests to the Authority or to any other institution of money, facilities, equipment or other property, real or personal, for the purpose of furthering the objects of the Authority.
- j. To purchase, take or lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real or personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Authority.
- 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, carryout, 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.
- 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 being charged by bankers in Canberra for overdrawn accounts on money lent, or reasonable and proper rent for premises demised or let, from time to time to the Authority. Directors may also be paid an attendance fee for attending meetings of the Board or of a Committee of the Board and other official engagements at which their attendance is required and be reimbursed all travelling, hotel and other expenses properly incurred by them in attending and returning from those meetings or general meetings of the Company or in connection with the business of the Company.

Provided that the provision last aforesaid shall not apply to any payment to any company of which a 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.



COMPANIES ACT 1981

COMPANY LIMITED BY GUARANTEE

ARTICLES OF ASSOCIATION

OF

NATIONAL ACCREDITATION AUTHORITY for

TRANSLATORS and INTERPRETERS Ltd

### Membership of the Authority

2. The maximum number of members with 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 the property thereof shall be under the direction of a Board of Directors who shall number five (5).
  - (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.
31. (1) An appointment of a director shall be in writing signed by or on behalf of the appointor.
- (2) Subject to Articles 33, 35 and 38 a director referred to in paragraph (4) of Article 29 shall hold office for a period of three years.
32. In the event of any vacancy or vacancies occurring among the directors, the continuing directors may act notwithstanding such vacancy or vacancies but so that the directors shall not act so long as their number is below three (3).
33. Any casual vacancy occurring in the office of director may be filled by the appointment, in accordance with Article 29, of another person to hold that office for the unexpired portion of the period for which the director was appointed.
34. The first and any subsequent Chairman of the Board and the first and any subsequent Deputy Chairman of the Board shall be appointed in writing from among the directors by the Commonwealth Minister for a period of the three (3) years but so that -
- (a) the appointment shall terminate automatically upon the appointee ceasing to be a director; and
- (b) the appointment may be terminated by the Commonwealth Minister at any time.
35. Any casual vacancy occurring in the office of Chairman of the Board or in the office of Deputy Chairman of the Board may be filled by the appointment in writing by the Commonwealth Minister of another director to hold that office -
- (a) for the part of the unexpired period; and
- (b) subject to the limitations on the term,
- for which Article 34 provides.
36. A director need not be a member of the Authority.
37. Any director may be reappointed and any director who is the Chairman or the Deputy Chairman may be reappointed to that office if so reappointed as a director but shall not hold office for more than three consecutive terms, although he may be reappointed after at least one term's absence from the Board.

#### Remuneration and Allowances of Directors

39. Directors may be paid, in good faith, reasonable and proper remuneration in return for any necessary and bona fide specialist services requested of a Director by the Board and actually rendered to the Authority. They may be paid interest at a rate not exceeding interest at the rate for the time being charged by bankers in Canberra on overdrawn accounts on money lent and reasonable and proper rent for premises demised or let buy them from time to time to the Authority. Directors may also be paid an attendance fee for attending meetings of the Board or of a Committee of the Board and other official engagements at which their attendance is required and be reimbursed all travelling, hotel and other expenses properly incurred by them in attending and returning from those meetings or general meetings of the company or in connection with the business of the company.

#### Powers and Duties of the Board

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

#### Proceedings of the Board

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

NAATI Personnel

1. Members of the Company

Mark Lynch

(First Assistant Secretary, Department of Immigration Local Government and Ethnic Affairs)

Arthur J L Marshman

(Director, Department of Ethnic Affairs, Queensland)

James E Moore, MLA, LLB (Syd.)

(Assistant Secretary, NSW Premier's Department)

Ramdas Sankaran

(Program Manager, Multicultural and Ethnic Affairs Commission of WA)

George Papadopoulos, LLM (Melb.)

(Chairman, Victorian Ethnic Affairs Commission)

Michael Z Schulz, AM

(Chairman, SA Ethnic Affairs Commission)

Karle L Underwood (observer)

(Executive Officer, Multicultural Affairs Office, Tasmanian Department for Community Welfare)

R Norman (observer)

(Department of Health and Community Services, Darwin)

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) (to 10 October 1988)

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)

Peter M Davidson, BA (Hons)

(Department of Japanese and Chinese Studies, University of Queensland)  
(from February 1989)

## NAATI COMMITTEES

### Advisory Committee on Testing

- Meetings: 23 July, 16-17 September, 28-29 October, 3 December, 17-18 February, 2-3 June, (all In Melbourne)
- Membership: Mrs Lorna Kempner \*
- Dr Michael Sawyer, 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, Victorian College, Melbourne
- Mr Klaus Hermes, Ethnic Health Advisor, Health Department of Victoria, Melbourne

### Qualifications and Assessment Advisory Committee

- Meetings: 17 July (Brisbane), 10 March (Canberra)
- Membership: Mrs Jill Blewett \* (to 10 October 1988)
- Mr Peter Davidson, \* (from 24 November) 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 (to October 1988)
- Mrs Susanna Hovell, Free-lance Conference Interpreter, Member of AIIC
- Mr Rhys Williams, Co-ordinator, I/T Course, Royal Melbourne Institute of Technology (from November 1988)
- Mrs Angela Mauro, Co-ordinator, I/T Department, S.A.C.A.E. (from November 1988)

\* Chairperson



## STAFF

### Central Office (Canberra)

Executive Director: Sherrill Bell, B.A. (Hons) (U.W.O.), M.A.(UNE)  
Dip. Co. Dir, (UNE) (Acting: 1/7/88 - 2/4/89;  
Appointed: 3/4/89)  
Registrar: Christine M Moore, B.A. (Hons) (ANU) (Acting:  
1/7/88 - 7/6/89; Appointed: 8/6/89)  
Asst.Registrar: Anne V Looker, Dip D'Etudes Francaises  
(Lille/Paris)  
Publications Officer: Neil Sinclair, B.A. (ANU), B.A. (CCAE) (From  
19/6/89)  
Administrative Officer:  
(Finance & Personnel) Eugenia Krikonis  
Administrative Officer:  
(Accounts) Mirela Sharrock, (Dip.Lic) (Bucharest)  
Computer System Officer: Gina Rasmussen  
Receptionist/Clerical  
Assistant: Jane Livingstone (to 1/5/89)  
Anne Kilduff (from 1/5/89)  
Casual Assistants: Pam Floro  
Santa Jugovac

### ACT Regional Office:

Regional Officer: Cynthia Haskell, B.A. (ANU), (to 6/7/88)  
John McCauley, (from 7/9/88)

### NSW Regional Office:

Regional Officer: Margaret A Tresidder, B.Bus (NSWIT) (to 29/7/88)  
Andrew Larkin, B.A. (OXON) (8/8/88 - 14/10/88)  
Simone Alcorso, (from 4/10/88 - 4/7/89)  
Clerical Assistant: Shohreh Mansouri, B.A. (Ranchi, India), Dip.Marketing  
& Mang. (WTTI, New Delhi)

### NT Regional Office:

Regional Officer: Juan Federer, B.Sc,MSc,MEc, Dip. Theol (from  
27/2/89)

### QLD Regional Office:

Regional Officer: Birgit King-Martin

### SA Regional Office:

Regional Officer: Cheryl Appelkamp, Dip. K.T.C. (Adel.)

TAS Regional Office:

Regional Officer: Jeffrey Scrivener (to 31/12/88)  
Susan Gelber B.A. (MEW, U.K.) Teaching Dip.  
A.T.T.I (Melb) (from 3/3/89)

VIC Regional Office:

Regional Officer: Barry Turner, B.A. (WAIT)  
Clerical Assistant: Elizabeth Galea (from 22/5/89)  
Casual assistance during the period was also  
provided

WA Regional Office:

Regional Officer: Susan Bessell-Browne, Dip. Fr. (Perugia)

# TESTING

The following persons were registered to assist NAATI in the setting and marking of its tests during the period 1 July 1987 - 30 June 1988

Dr J Abela	Mr P Davidson
Prof A Ackroyd	Mr J De Castro Lopo
Mrs A Adams	Mrs J Del Mela
Ms C Adan	Dr P Denham
Mr A Almatrah	Ms S Dennett
Ms N Andrews-Hay	Ms M Deschamps-Weary
Mrs R Armstrong	Mr P Diaz
Mr L Bagg	Mr B Doan
Mrs A Banyansz	Mr M Doerfler
Mrs M Barany	Mrs A Dolejsi
Mrs G Barrett	Mr K Donnell
Mrs L Barua	Mr V Dubossarsky
Mrs M R Bedwei	Prof R Ebied
Ms J Bennett	Mr J Fanaian
Dr J Birnberg	Mrs E Fekete
Dr H Blackmore	Mr D Ferber
Mr A Blasi	Mr J Ferris
Dr Z Bodolai	Mr C Fifis
Mr G Boffa	Mr B Filipovich
Mrs L Boffa	Mr J Flynn
Ms J Bogdanovich	Miss A Fratta
Mrs R Borthwick	Mr R Frey
Dr M Brandle	Mr W Frick
Mr E Brazzi	Mr N Galanos
Mrs N Brereton	Mr S Gallos
Ms J Brutti	Dr S Gauntlett
Mrs A Bruyn	Mrs L Gelbak
Mr J Budiman	Mrs A Gelperowicz
Mr J Burke	Mr G Gencer
Dr K Buu	Mr A Gentile
Mr A Buzo	Mrs G Gerbin
Mr C Camilleri	Mrs E Gibas
Mr S Campbell	Mrs L Gibbon
Ms A Campiao	Mr L Ginori
Mr J Carrascalao	Mr M Giovannoni
Miss S Cartmill	Mrs E Girke
Mr A Chan	Mrs Z Golebiowski
Mrs A Chow	Mrs M Gruszka
Mr J Chrystello	Miss C Gruttke
Mr R Chui	Mr W Grynglas
Mr P Coen	Mrs M Gurgone
Dr J Collins	Mr J Hallett
Mr C Colomer	Mr A Hamadeh
Mr A Corboz	Ms S Hamilton-Smith
Mrs P Curmi	Dr M Harvey
Mrs E Dalton	Dr T Hegyi
Mrs D D'Ambrosio-Matelllicani	Mr P Hellander
Mr J Daniel	Mr K Hermes

Ms L Honan  
 Dr M Honari  
 Mrs R Hood  
 Mrs S Hovell  
 Mr V Huerta  
 Dr G Hull  
 Mr V Huynh  
 Mr R Ireland  
 Ms P Jamieson  
 Mr S Janda  
 Mr R Jeanes  
 Mr M Jones  
 Mr G Kaboha  
 Mr A Kalotas  
 Mr E Kandil  
 Mr S Karakira  
 Mr P Kikirekov  
 Dr G Klim  
 Mrs F Kontrobarsky  
 Mrs H Koscharsky  
 Dr L Kouzmin  
 Mrs K Koyunoglu  
 Mr S Kranjec  
 Dr E Kunz  
 Mrs S Labib  
 Mrs M Lam  
 Ms A Lavotha  
 Mr V Le  
 Mr B Lewis  
 Mr P Lewis  
 Ms H Linnert  
 Dr J Locsei  
 Ms G Louch-Schroefel  
 Mr J Lovett  
 Dr F Lowden  
 Mrs C Mahle  
 Mr N Marovich  
 Dr D Marr  
 Mrs E Marshall  
 Dr V Matheson  
 Ms A Mauro  
 Mrs E McGilvray  
 Ms A Milman  
 Mrs E Mocnay  
 Ms B Modesto  
 Mrs M Mojic  
 Mr M Moses  
 Mr W Motyka  
 Ms I Moutinho  
 Mr A Mustafa  
 Mr M Nasir  
 Mr P Nguyen

Mr S Nguyen  
 Mr V Nguyen  
 Mr P Nguyen-Hoang  
 Dr T Nicholls  
 Mrs T Nikolic  
 Dr C Noble  
 Mrs C Noonan  
 Ms T Norman  
 Mrs C North-Samardzic  
 Mrs J O'Callaghan  
 Mrs E Oakley  
 Mr V Ojala  
 Mrs H Ozcan  
 Mr M Ozcan  
 Mr D Padilla  
 Mr P Pak  
 Mr Z Palcic  
 Mrs P Panasbodi  
 Mr M Pastor  
 Mr P Patradoon  
 Dr A Pavkovic  
 Miss A Pavan  
 Mrs K Pazdzior  
 Mr B Pelekanakis  
 Mrs A Perrot  
 Mrs S Petale  
 Mr D Peters  
 Mr T Phoumirath  
 Dr M Piccioli  
 Dr M Popova  
 Mrs A Plimer  
 Mrs M Potocki  
 Mrs A Radford  
 Mr B Reynolds  
 Dr H Riazzi  
 Mrs M Rich  
 Mrs A Rodriguez-Orona  
 Mrs L Rossi Gori  
 Mr R Rubichi  
 Mr G Samuel  
 Dr D Sang  
 Dr M Sawyer  
 Mrs Y Sayeg-Sedgman  
 Mr J Seyedi-Isfahani  
 Mr S Shahat  
 Ms M Silveira  
 Mrs I Smit  
 Mr L Smith  
 Mrs E Soos  
 Mrs K Steiner  
 Mr R Stevanoni  
 Dr G Strauss

Mr J Sumaryono  
Mrs B Sussex  
Prof R Sussex  
Mr A Tan  
Mr C Tang  
Mrs V Taylor-Bouladon  
Mrs F Temur  
Mr B Theam  
Mr B Thei  
Mr T Thong  
Prof H Tisch  
Mr G Toselli  
Sr M Tran  
Mrs M Treloggen  
Mr F Trinh  
Mrs M-R Tse  
Dr P Tuffin  
Mrs M Tung  
Mr H Uchiyama

Ms B Ulmer  
Ms E Valverde  
Mr J Vasilakakos  
Mrs J Vieira  
Mr D Willis  
Ms U Vorst  
Mrs A Waldmann  
Dr E Watt  
Ms S Wharton  
Dr R Witton  
Ms P Woods  
Mr R Wong  
Mr A Xu  
Mr Y Xu  
Mrs K Young  
Mrs V Zabukovec  
Mrs D Zakarija  
Mr N Zakarija  
Ms J Zhou

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.

Sapti Members at 30 June 1989

ACT

B. Collaery  
H. Stefanik  
R. Ireland  
M. Ovington  
E. Meszaros  
A. Milman  
T. Nguyen-Hoan  
K. O'Sullivan  
\* M. Sawyer  
V. Taylor-Bouladon

NT

L. Di Lembo  
B. Flick  
J. Medwell  
I. Melbye  
N. Mitaros  
L. Nicholls  
\* R. Ruza  
R. Turnbull  
U. Vorst

SA

C. Colomer  
C. Hedrick  
\* J. Kiosoglous  
V. Le  
H. Lemaniak  
S. Maragozidis  
N. Marovich  
R. Rubichi  
A. Radford  
L. Timpano

NSW

J. Blackburn  
\* R. Ebied  
J. Gibbons  
L. Goodstone  
M. Lam  
L. Mastellone  
E. McMaugh  
B. McGilvray  
H. Ozcan  
A. Restuccia  
T. Samios  
E. Watt

QLD

L. Bowyer  
M. Brandle  
C. Castan  
J. Craineane  
P. Davidson  
A. Hiller  
C. Mackerras  
A. Mashman  
G. Pridannikoff  
A. Restuccia  
A. Rice  
Y. Sayeg-Sedgman  
T. Tri  
\* A. Turkey

TAS

C. Bostock  
R. De Raadt  
M. Ghedini  
E. Liew  
P. Martin  
\* E. Moloney  
M. Pathik  
J. Sallis  
J. Skinner  
H. Tisch

# VIC

S. Augoustakis  
M. Bisas  
R. Chui  
A. Crouch  
S. Dunbar  
\* B. Filipovich  
A. Florez  
A. Gentile  
C. Heliotis  
K. Hermes  
E. Kempner  
L. Kempner  
G. Psarros  
R. Wong

# WA

E. De Pieri Tentori  
D. Dixon  
R. Frey  
W. Frick  
L. Gatica-Evans  
R. Hahnel  
S. Hopkins  
J. Jenkins  
P. Kinsky  
L. Kempner  
\* L. Roberts-Smith  
R. Sankaran  
M. Tokarczyk  
S. Webber

NOTE: \* Indicates Chairperson

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.
- Level 3 : Level 3 is 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 first 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 economic, scientific and political meetings and conferences. Translators working at this level are expected to be capable of translation of highly complex economic, 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 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.

# APPENDIX V

## Fees and Charges: 1988/89

The Authority's complete schedule of fees and charges as at 30 June 1989 was as follows:

### APPLICATION FEE

Initial application only	\$20 (non-refundable)
Late application	\$20
Reinstatement of application	\$40

### TESTING FEES

Level 1	\$ 50
Level 2 Admission - written	\$ 25
- oral	\$ 25
- both	\$ 50
translation	\$ 90 (\$45 each direction*)
interpreting	\$110
review	\$ 30
Level 3 translation	\$120 (\$60 each direction)
interpreting	\$145
review	\$ 60 (\$30 each direction)
Level 4 translation	\$180 each direction
interpreting	to be determined
review	\$100

\* Mandarin, Cantonese and Japanese only

### CANCELLATION FEES\*\*

Admission and Translation	\$15
Interpreting	\$40

\*\* waivable in certain circumstances

### CERTIFICATE OF ACCREDITATION (initial and renewal)

Level 2	\$30
Level 3	\$35
Level 4	\$40
Level 5	\$45
Recognition (renewal only)	\$25
Lost Certificate	\$20 (with Statutory Declaration)

### ASSESSMENT FEES

NOTE: The application fee for new applicants should also be added to these when applicable.

Overseas Qualifications Assessment	Level 4	\$ 90 (incl 1 Certificate)
	Level 5	\$100 (incl 1 Certificate)
Recognition . . . . .		\$25 (incl Certificate)
Accreditation of Course Graduates	Level 1	\$20
	Level 2	\$30 (incl Certificate)
	Level 3	\$40 (incl Certificate)
	Level 4	\$50 (incl Certificate)

### PUBLICATIONS

Directory	\$40
Annual Report (1984 onwards)	\$ 8

### SAMPLE TESTS (Available in most languages)

Translation tests	-- Level 2	\$10
	- Level 3	\$15
Interpreting script)-	Level 2	\$20
& tapes)-	Level 3	\$30

LANGUAGE PANELS

## TERMS OF APPOINTMENT

This section outlines the conditions governing the appointment of chairpersons and members of the Language Panels. It also indicates the areas of general responsibility implied by such appointments. Specific guidelines appropriate to each stage in the total operations are detailed separately in the following sections.

## (i) Appointment of Language Panels

Appointments to Language Panels are made by NAATI. The responsibility for establishing each Panel and for providing guidance on NAATI's requirements is assumed by a NAATI Committee. In the case of some languages, a Committee member may also be a member of the Panel. The Committee will meet formally at least once a year to review the membership of Language Panels and make new appointments.

## (ii) Membership of Language Panels

The minimum number of members of a Panel is two. Ideally, all Panels should have a membership of at least three.

Each Panel should consist of:

- (a) at least one member who is an established expert in the language other than English; except in special circumstances this member is a native-speaker of the language concerned.
- (b) at least one member who is an established expert in English and who has a competence in the other language; except in special circumstances this member is a native-speaker of English. Where no native English speakers are available, persons may be appointed as English advisers to the Panel.

Expertise in interpreting/translating is usually provided by the language experts covered by (a) and (b), but in some circumstances additional members are included on Panels to provide this indispensable expertise.

Members selected on the basis of their expertise in either English or the other language should, except in special circumstances, be native speakers of that language.

## (iii) Eligibility for Appointment to Language Panels.

The following conditions govern eligibility for appointment to Language Panels.

The members will ideally have Level 3 accreditation in the language(s) concerned and be practising interpreters and/or translators, teachers of interpreting/translating or other language specific courses, or have academic or professional qualifications to the extent that they would normally be expected to have Level 3 accreditation. Vacancies on Panels are at all times filled by persons possessing the skills left lacking on the Panel - ie. practitioners/academic/native



English speaker/native speaker of other language. Such persons may only be appointed by the Authority. The Language Panel itself does not have the right to co-opt additional members.

In addition,

- (a) No near relative of a candidate for a NAATI accreditation test shall be appointed as a member of a Language Panel.
- (b) It shall be the duty of a member of a Language Panel to notify NAATI without delay if he/she becomes aware that a near relative will be a candidate.
- (c) Members of the Language Panels who are in doubt concerning the definition of "near relative" in their own case should notify NAATI of all the facts and seek the Authority's determination.
- (iv) Period of Appointment.

Members of panels will normally be appointed for a period of three years, renewable upon review at the end of each term. However, NAATI reserves the right to review and subsequently alter, terminate or vary appointments on proper grounds within the 3 year period of appointment. The arrangement may also be terminated at any time by the appointee upon provision of sufficient notice.

- (v) Leave of Absence.

It is incumbent upon all members of Language Panels to notify NAATI in the event of their expecting to take leave. Such notification should be forwarded to the Authority's Executive Director in sufficient time to enable action to be taken, if necessary, to secure a replacement.

#### FUNCTIONS OF LANGUAGE PANELS

The Panels are responsible for:

- (i) Setting all examinations in their particular language(s) i.e. Level 1 tests, Level 2 admission tests, Levels 2 and 3 Interpreting and Translation tests, and Level 4 Interpreting and Translation tests as required.
- (ii) Vetting of all test papers and tapes and ensuring these are submitted to NAATI in a suitable form for final reproduction;
- (iii) Marking of test papers, including supervision of the marking and formulation of recommendations concerning marks and passes to be awarded to candidates, marking of interpreting test tapes when these have not been marked by a Testing Board.
- (iv) Participating in interpreting tests as Testing Board members whenever possible.

INTERPRETING/TRANSLATING AND LANGUAGE AIDE COURSE  
APPROVED BY NAATI AS AT 30 JUNE 1989

APPENDIX VII

Notes

1. NAATI approval is normally given for 5 years, and in the majority of cases is renewed following the due re-accreditation processes. Courses and language streams for which NAATI approval has lapsed are marked \*. In some cases approval/reapproval may be conditional. Additional language streams offered during the 5-year term must also have NAATI approval.
2. Accreditation of successful students is subject to the recommendation of the institution concerned.
3. Further current information on the courses listed, including the languages offered, may be obtained from the institutions concerned.

<u>Institution</u>	<u>Category &amp; Level</u>	<u>Languages</u>	<u>Term of NAATI Approval</u>
<b>1. AUSTRALIAN CAPITAL TERRITORY</b>			
*Canberra CAE	Int/Trans 3	Spanish Italian	1975-1980 1975-1978
ACT Institute of TAFE	Int/Trans 2	Italian, Spanish Mandarin, Greek	1988-1992
<b>2. NEW SOUTH WALES</b>			
Sydney TAFE	Interpreter 2	Polish *Macedonian *Arabic, Greek, Italian, Serbian/Croatian, Spanish, Turkish	1983-1989 1983-1984 1978-1984
Petersham TAFE	Interpreter 2	Cantonese Vietnamese Mandarin, Khmer	1985-1989 1983-1989 1989
	Language Aide 1	Cantonese, Mandarin, Vietnamese, Arabic, Khmer, Korean, Spanish	1987-1991
University of Wollongong	Int/Trans 2	Italian	1983-1992
Macarthur Institute of Higher Education	* Int/Trans (Associate Diploma) 2	Arabic, German Italian, Spanish, Turkish Vietnamese	1982-1988 1983-1988
	Int/Trans (B.A.) 3	Arabic, German, Italian, Spanish, Vietnamese	1985-1988

Institution	Category & Level	Languages	Term of NAATI Approval
Newcastle TAFE	Interpreter 2	Serbian/Croatian	1980-1984
		Polish	1986-1989
			1983-1984
			1986-1989
		*Greek, Italian, Spanish,	1980-1984
		*Vietnamese	
		*Macedonian	1983-1984
Burwood Girls' High School	Language Aide	1	Cantonese, Greek, Italian, Spanish, Turkish, Vietnamese
			1986-1990

### 3. NORTHERN TERRITORY

Adult Migrant Education Centre, Casuarina	Language Aide	1	Polish, Vietnamese, Hakka, Spanish, Portuguese, Malay Tagalog, German Cantonese	1986-1990
				1988-1990
Casuarina Secondary College	Language Aide	1	Greek, Italian, French Mandarin, German, Spanish, Indonesian, Vietnamese	1979-1988
				1980-1988
Darwin Institute of Technology (previously Darwin Community College)	Int/Trans	2	Greek Mandarin Portuguese Vietnamese	1984-1989
				1986-1989
				1987-1989
				1985-1989
School of Aust. Linguistics, Darwin	Int/Trans.	2	Nominated Aboriginal Languages	1980-1989
Institute of Technology	Language Aide	1	Nominated Aboriginal Languages	1986-1990
Institute for Aboriginal Development	Language Aide (in 50 hours)	1	Arandic, Ngarrka, Western Desert groups	1980-1991
	Interpreter 2 (in 200 hours)	2	Waramungu Groups	1982-1991

<u>Institution</u>	<u>Category &amp; Level</u>	<u>Languages</u>	<u>Term of NAATI Approval</u>
<b>4. QUEENSLAND</b>			
University of Queensland	* Translator 3 (Japanese into English only) Interpreter (both directions)	Japanese	1980-1984
	Translator 4 (Japanese into English only) Interpreter (both directions)	Japanese	1985-1989
South Brisbane College of TAFE	Interpreter/ 2 Translator	Spanish, Vietnamese	1988-1992
<b>5. SOUTH AUSTRALIA</b>			
Adelaide College of TAFE	Interpreter 2	Greek, Serbian/Croatian, Italian	1980-1992
		Spanish	1981-1982
			1986-1992
		Polish, Vietnamese	1983-1992
		Khmer	1985-1992
		Mandarin	1987-1992
S.A.C.A.E.	Int/Trans 2 (Associate Diploma)	Greek, Italian, Polish, Serbian/ Croatian, Vietnamese	1979-1991
	Int/Trans 3 (B.A.)		
	PG1 3 (Int or Trans)	Vietnamese, Serbian/Croatian, Polish, Greek, Italian, Japanese, Cantonese/Mandarin, Indonesian/Malay, Spanish, German, French	1987-1991
*West Lakes High School	Language Aide 1	Serbian/Croatian Russian	1983-1985

<u>Institution</u>	<u>Category &amp; Level</u>	<u>Languages</u>	<u>Term of NAATI Approv</u>
<b>6. VICTORIA</b>			
RMIT Technical College (TAFE)	Int/Trans 2	Turkish, Spanish, Vietnamese	1980-1992
		Polish	1983-1992
		Cantonese	1985-1992
		Khmer, Macedonian	1986-1992
		Arabic	1980-1981
			1987-1992
		Lao, Mandarin	1988-1992
		Japanese	1987-1992
		Nominated "Minority Languages"	1987
		Country Interpreters Stream (Italian, Turkish, Greek)	1987-1992
*RMIT CAE (1978-1982)	Int/Trans 3	Greek, Serbian/Croatian	1975-1982
*RMIT Technical College (1975-1978)		Italian	1978-1982
Victoria College, Toorak	Int/Trans 3	Greek, Italian, Turkish, Serbian/Croatian	1981-1990
	Int/Trans (Post-graduate) 3	Mandarin, Japanese, Arabic, Spanish, Vietnamese	1988-1992
<b>7. WESTERN AUSTRALIA</b>			
W.A.C.A.E.	Int/Trans (B.A.) 3	Italian, German	1982-1988
		Vietnamese, Portuguese	1986-1988
	Int or Trans (Postgraduate) 3	German (trans)	1986-1990
		Mandarin (trans)	1986-1990
		German (int)	
		Mandarin (int)	
Perth Technical College	Interpreter 2	Polish	1982-1988
		Vietnamese	1983-1988
		Portuguese, Greek	1984-1988
		German, Cantonese	1982-1984
		French,	1983-1984
		Croatian	1981-1982
		Spanish, Italian	1986-1988
	Translator 2	French, Polish	1984-1988
		Spanish, Italian, Vietnamese	
		German, Portuguese	1986-1988
		Greek	1987-1988
		Japanese	1987

