



**National Accreditation Authority For  
Translators and Interpreters**

# **THIRTEENTH REPORT**

**1 July 1991 to 30 June 1992**

NATIONAL ACCREDITATION AUTHORITY  
FOR TRANSLATORS AND INTERPRETERS  
(NAATI)

THIRTEENTH REPORT

Covering the Period

1 July 1991 to 30 June 1992

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NATIONAL ACCREDITATION AUTHORITY  
FOR TRANSLATORS AND INTERPRETERS

(Incorporated in the A.C.T.)

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(Chairman)



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(Information correct as at 30 June 1992)

NATIONAL ACCREDITATION AUTHORITY  
FOR TRANSLATORS AND INTERPRETERS

(Incorporated in the A.C.T.)  
A Company Limited by Guarantee

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(Information correct as at 30 June 1992)



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The Hon. Dr Judyth Watson, W.A. Minister for Multicultural and Ethnic Affairs, launches the NAATI Brochure, "NAATI, Interpreters and Translators: The Keys to Better Communication" on 22 August 1991.



The Hon. Dr Judyth Watson, W.A. Minister for Multicultural and Ethnic Affairs with the Board of Directors on 22 August 1991. From left: Sherrill Bell, Executive Director; Luciana Nicholls; Dr Watson; Peter Davidson, Dr Peter Martin, Chairman; Sybille Kovacs and John A. Kiosoglous.



## **PART A: OVERVIEW**

### **A.1 Introduction**

The National Accreditation Authority for Translators and Interpreters (NAATI) is a public company, subsidised by the federal, state and territory governments, which has the basic responsibility of setting and monitoring standards for interpreting and translating in Australia.

During the year 1991/92 NAATI carried out a wide range of activities to fulfill its charter. The Authority was hampered in its activities throughout the year by the anticipation of a government review in the first half of the financial year, and its implementation in the latter half. Nevertheless, the NAATI activities for the financial year included administration of 3559 tests in some twenty-five languages, the reduction and stabilisation of the backlog of applicants waiting for tests, the decision to conduct a review of the current NAATI Levels System, the regular production of a newsletter ("NAATI News"), the introduction of a NAATI ID card showing the accreditations of its holder, the decision to introduce a new Directory of Practitioners of Interpreting and Translation together with the new floppy disk format, the introduction of monitoring procedures for NAATI-approved courses of interpreting and translation, continuing financial support to the Australian Institute of Interpreters and Translators (which the Authority had helped to establish in 1987), the commencement of a special research project in relation to NAATI testing, the finalisation of the setting guidelines and fees structure for the Level 4 Interpreting tests, the provision of specialist workshops for Language Panel Members and service provider coordinators, the provision of several public functions particularly for the launch of the new NAATI Brochure and numerous consultations with members of the profession and service providing organisations.

Careful financial management has resulted in a surplus of income over expenditure for the year, and this, together with the small surplus from the previous year, has allowed the Authority to make substantial progress towards the goal of a small capital fund to cover contingencies and to provide for modest but necessary research and development.

This report contains detailed information on the operations and financial affairs of NAATI and includes the audited statements presented to the Annual General Meeting of the company in December, 1991.

### **A.2 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:

- \* the appointment of a research team to evaluate the NAATI tests in relation to workplace requirements;
- \* the decision to implement a review of the Levels System and subsequently to produce a new guide to the NAATI accreditation system. The review is to be conducted through extensive consultation with organisations and individuals actively interested in the I/T profession;
- \* the decision to launch the new NAATI Brochure by means of a high profile public function in each state and territory;
- \* the decision to implement a small study of the validity and reliability of NAATI tests in accordance with the financial resources available;
- \* the decision to monitor the final examinations in interpreting and translation in NAATI-approved courses delivered at Australian tertiary institutions;

- \* the decision to make a small investment for research into the market potential for NAATI tests in Hong Kong and Jakarta through the facilities made available by the International Development Program (IDP);
- \* the decision to conduct a workshop for Language Panel members in Sydney and Melbourne in order to achieve consensus in the implementation of the setting and marking guidelines;
- \* the decision to modify the format of the NAATI Directory of Accredited Translators, Interpreters and Language Aides from book form to floppy disk form;
- \* the decision to produce a new Directory of Accredited and Recognised Practitioners of Interpreting and Translation in both book and floppy disk formats and for which a small fee would be charged for the entry of details;
- \* the decision to award accreditation at Level 3 on the basis of overseas qualification for the skill of translation only, and in normal circumstances into the mother tongue only;
- \* the finalisation of the Level 4 Interpreting test setting guidelines and fees structure;
- \* the decision to provide Level 1 tests only for government departments and upon specific demand in response to the need for such testing in conjunction with the Linguistic Availability and Performance Allowance (LAPA);
- \* the decision to foster a positive relationship between NAATI and the Maori Language Commission in New Zealand with a view to developing common standards for interpreting and translation;
- \* the decision to publish a memorial to Jill Blewett in the form of a monograph of her papers;
- \* the decision to support an Interpreter Awareness Day in Perth in conjunction with Multicultural Week;
- \* the decision to participate in the National Language Expo to be convened in Melbourne in November 1992;
- \* the decision to conduct a workshop for language service coordinators in NSW and the ACT with a view to improving the communication between NAATI and the service providers;
- \* the decision to continue providing limited funds to AUSIT for specific projects and to require progress reports from AUSIT in relation to such funding;
- \* the decision to take action against an individual who was misrepresenting his qualifications in interpreting and translation by using a NAATI letter of accreditation which did not refer to him;
- \* the decision to advise the Expo 92 Commission for the exhibition in Seville to employ one or more professional interpreters and translators from Australia to act as supervisors of the bilingual language aides. This advice was later accepted with the appointment of Ms Amalia Milman, NAATI Level 3 interpreter and Level 4 translator;

### **A.3 Other Events**

- \* On 4 July 1992, the Chairman attended the opening of the George Strauss Simultaneous Interpreting Facility at Victoria College, Melbourne. Victoria College conducts the only Level 3 course in interpreting and translation in Victoria.
- \* In August, the first public launching of the new brochure "NAATI, Interpreter and Translators: The Keys to Better Communication" was conducted in Perth by the Hon. Dr Judyth Watson MLA, Minister for Multicultural and Ethnic Affairs.
- \* In August, the new UNIX computer system was installed into the Central Office. The new system provides additional capacity for storage and operations and gives a faster response rate. The previous system (Datamax) which was used between 1984 and 1991 had become outmoded and unable to cope with the demands placed upon it.
- \* On 31 August, Mr Kiosoglous, Director and Ms S Bell, Executive Director attended the AUSIT AGM in Adelaide.
- \* On 3-5 October the Executive Director attended the Conference of Interpreter and Translator Educators' Association of Australia (CITEAA) in Melbourne. The Executive Director delivered a report on NAATI activities.
- \* Between 28 and 30 October, the Chairman represented NAATI at the Asia-Pacific Conference on "Translation and Interpreting: Bridging East and West". The conference was held in Hong Kong. The Chairman delivered a paper on NAATI and its accreditation system.
- \* In late October, the Commonwealth, State and Territory governments decided to implement the NAATI Review. The Review commenced in December and was completed in June, with final decisions on the outcomes to be made at the next Ministers' Conference.
- \* On 13 November the Chairman and the Executive Director attended a seminar on Interpreting and Translation that was convened by the National Languages and Literacy Institute of Australia. The Executive Director presented a paper entitled "The Ramifications of the Ozolins Report". As an outcome of this seminar it was decided to form a Steering Committee to develop a national training strategy for interpreting and translation.
- \* On 14 November, the Chairman and the Executive Director met with the Commonwealth Minister for Immigration, the Hon Gerry Hand to discuss NAATI, its funding and its role in the provision of national standards for interpreting and translation.
- \* On 3 December, the NAATI AGM was held in Canberra.
- \* On 7 and 14 December Language Panel workshops were held in Sydney and Melbourne respectively. Seventy-five Language Panel members attended.
- \* On 3 February, the Executive Director participated in a working party of the National Language and Literacy Institute on the formulation of a National Training Strategy for Interpreting and Translation. The strategy is intended to include pre-service, in-service and post-service training provisions.
- \* On 8 April, the Executive Director attended the Interpreter Awareness Day held in Perth. The event was the initiative of the NAATI Regional Advisory Committee of WA and was assisted financially by NAATI, Office of Multicultural Interests, Department of Immigration, Local Government and Ethnic Affairs, Health Department of WA, TAFE, WA Deaf Society, Japan Australia Word Services and Interpreters International.
- \* On 6 May, an information workshop was held for Language Service Providers in NSW and ACT. The workshop was convened in Canberra and was attended by 19 participants.



- \* On 21 May a second meeting of the NLLIA Training Strategy Committee met by teleconference to further the development of an appropriate strategy for I/T training.
- \* In May, NAATI released its publication entitled The Jill Blewitt Papers on Interpreting and Translation.

Throughout the year under review, the NAATI Board of Directors, together with the Executive Director and certain Regional Officers, conducted consultative meetings and public receptions, normally in conjunction with the scheduled Board meetings. Meetings were convened in Perth, Sydney, Melbourne and Canberra to provide direct interaction between NAATI and various groups with an interest in the interpreting and translating profession.

In addition to these activities, there were four Board meetings held during the year under review. They were convened in Perth, Sydney, Melbourne and Canberra.

#### A.4 Testing Objectives

The testing program in 1991/92 included 3,559 tests in 26 languages from Level 2 through to Level 4. In this testing program equal emphasis was given to Level 2 and Level 3 with the exception of Malaysian where only Level 2 tests were offered and French, German, Indonesian, and Italian where only Level 3 tests were offered. Since the demand for Level 3 tests in Malaysian was extremely limited, it was felt that by offering the tests at Level 2 only, the demand for Level 3 in a future program would be increased to a viable number. This same principle was applied to Indonesian in the previous year, and hence it was offered only at Level 3 in the current year's program. The determining factors for excluding tests at Level 2 in French German and Italian included the high frequency of test availability over the previous fifteen years and the decreasing demand for services in these languages at Level 2. Level 4 translation tests were offered in four languages, namely Arabic, Greek, Italian and Spanish. Approximately 51% of all tests were conducted at Level 2, 48% at Level 3, and 1% at Level 4. Special on-demand tests at varying levels made up 10.7% of all tests conducted. Some of the languages of lower client demand included in the program were Indonesian, Khmer, Lao, Malaysian, Filipino and Thai.

In relation to the elimination of the backlog, the Authority 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 has had a growing significance over the four year period. By 30 June 1992 16,243 requests for tests had been removed from the lists which cleared the long standing backlog of requests which had accumulated over the previous years. As predicted in the previous annual report, the backlog has begun to stabilise at approximately 5,000 per year in relation to the continuation of new requests which are received between testing programs. The backlog also occurs because tests in all languages are not offered in each year which necessitates the carry-over of the opportunities to sit for them. The backlog has reduced slightly from 4,555 at 30 June 1991 to 4,477 at 30 June 1992.

#### A.5 Advisory Bodies

##### A.5.1 NAATI Regional Advisory Committees (RAC)

In accordance with decisions taken in the previous period in relation to the name and functions of the state advisory bodies, the Regional Advisory Committees came into existence on 1 March 1991 to replace the former State Advisory Panels for Translating and Interpreting (SAPTI). Appointments to the Regional Advisory Committees were made on 1 March 1991 and continued throughout the period under review. The new Committees have roles and functions as set out in Appendix III.

The main function of the Regional Advisory Committees is to provide a two-way channel of communication between NAATI and the I/T profession within each State. The Committees



advise NAATI regularly on the needs of local employers and the local communities for accredited translators and interpreters, and on other I/T issues relevant to their state or territory. The Committee is also expected to promote an understanding of the profession of interpreting and translating and of NAATI's role in relation to this profession.

Accordingly, up to sixteen members were appointed to each Regional Advisory Committee with representation from the major service providers, the professional association (AUSIT), business, commerce, tourism, and the health and legal professions. Members were appointed for a two or three year term.

During the period under review, the RACs were involved in a range of activities, the most significant of which was the Interpreter Awareness Day project that was initiated by the Western Australian RAC. Other projects included the advocacy of the maintenance of the Level 3 I/T course in South Australia, the submission of a paper on the need for reliability and validity research on NAATI tests by the NSW RAC, the participation in the Information Expo in Brisbane by the Queensland RAC, and the provision of an information seminar by the Victorian RAC. Most committees were involved in planning the public launches of the NAATI Brochure during the year. All committees were concerned with issues related to the employment conditions for I/Ts the testing program and the need to educate professional users of I/Ts. In order to achieve their goals, several committees formed sub-committees to address specific problems related to areas such as education, health, Aboriginal languages, and legal issues.

The members of the Regional Advisory Committees at 30 June 1992 are listed in Appendix II.

#### A.5.2 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 marking of "live" interpreting tests; and
- . the marking of tape-recorded interpreting tests.

Language Panel members are appointed to undertake all or any of the above tasks. These experts play a central role in the operations of NAATI, and therefore are expected to possess NAATI accreditation (at least at Level 3 and preferably in both interpreting and translation), tertiary qualifications and extensive experience in translating and interpreting. Since the Panels were reconstituted in the 1990/91 financial year, and were appointed for a three year term, the only changes in composition were those related to resignations and new appointments to fill vacancies or to provide special skills.

At 30 June 1992, there were thirty-five Language Panels covering thirty-eight languages. Three Language Panels covered two languages each namely, Cantonese/Hakka, Indonesian/Malaysian and Czech/Slovak. At 30 June 1992 there were 186 members of NAATI Language Panels as listed in Appendix IV. The terms and conditions of Language Panel appointments are provided in Appendix V of this report.

### **A.5.3 Qualifications and Assessment Advisory Committee (QAAC)**

The Qualifications and Assessment Advisory Committee, under the chairmanship of Dr 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 approval and re-approval of courses in I/T in Australian tertiary institutions leading to NAATI accreditation;
- \* the development of procedures for monitoring final examination standards on NAATI-approved courses;
- \* the review of NAATI policy on overseas qualifications assessment; and
- \* assessment of applications for accreditation on the basis of overseas qualifications;

## **PART B      PROFESSIONAL ACTIVITIES AND ACHIEVEMENTS**

### **B.1      Testing Related Activities**

#### **B.1.1      General Background**

In the year under review, NAATI conducted tests in twenty-five languages of which twenty-one were offered at Level 2, twenty-four at Level 3 and four at Level 4. The program included several of the low demand languages such as Indonesian, Khmer, Filipino, Malaysian and Portuguese. It also included Level 4 translation tests in Arabic, Greek, Italian and Spanish.

In addition to the tests conducted in the major capital cities of Australia, NAATI conducted ninety-nine tests in non-capital cities. These cities included Cairns, Townsville, Alice Springs, Christmas and Cocos Islands, Newcastle and Auckland New Zealand. Twenty one tests were conducted on Christmas Island, sponsored by DEET in WA. The number of tests in New Zealand increased marginally from twenty-six in 1990/91 to thirty-two in 1991/92. Testing in New Zealand has been made possible with the co-operation of the University of Auckland. The tests were set and marked in Australia but conducted in New Zealand.

In accordance with the policy established in 1987/88, all passages for translation from English into the other language, and the English consecutive passage for the Level 3 Interpreting test were selected by the NAATI professional staff and approved by English language consultants for use across all languages tested. 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, English language specialists were recruited to participate 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 above the normal test fees. The demand for special on-demand tests has increased remarkably in the last few years, growing from 63 in 1988/89 to 262 in 1989/90 to 317 in 1990/91 and to 380 in 1991/1992. Of the 380 special tests in 1991/92, two hundred and sixty were conducted at Level 2 (89 translation, 171 interpreting) and 120 at Level 3 (70 translation, 50 interpreting). No special tests were conducted at Level 4 (translation).

The financial aspect of the annual testing program for 1991/92 was very positive in that the direct testing revenue exceeded the direct testing expenditure by \$247,118. The margin of direct profit was similar to that in the previous year (\$240,871) as a result of the nature of the testing program. It should be noted, however, that the direct expenditures related to the testing program represent only a proportion of the total cost since there are many indirect costs which are difficult to separate from the general operational expenditures. Indirect testing costs such as the salaries of the Registrar, Regional Officers, computer operator, accounts personnel, and associated costs such as postage/courier and telephone, cost considerably more than the balance of the direct "profits". Since the Authority had not increased the remuneration fees for examiners who set and mark the tests for the past two years, an adjustment was necessary in this financial year. Consequently, NAATI introduced a bonus payment system whereby all work submitted by the due date would be remunerated at the higher rate. As in the previous period, Language Panels, in setting the tests were required to provide only the "other" language texts. NAATI continued to assume a large proportion of the technical preparation of the tests and the provision of English passages common across all languages.

### **B.1.2 The 1991/92 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**

**Table 1: The National Testing Program for 1991/92**

Language	Level and Category					
	2T	2I	3T	3I	4T	4I
Arabic	X	X	X	X	X	
Cantonese	X	X	X	X		
Croatian	X	X	X	X		
Deaf Sign		X		X		
Filipino	X	X	X	X		
French			X	X		
German			X	X		
Greek	X	X	X	X	X	
Indonesian			X	X		
Italian			X	X	X	
Japanese	X	X	X	X		
Khmer	X	X	X	X		
Korean	X	X	X	X		
Lao	X	X	X	X		
Macedonian	X	X	X	X		
Malaysian	X	X				
Mandarin	X	X	X	X		
Polish	X	X	X	X		
Portuguese	X	X	X	X		
Russian	X	X	X	X		
Serbian	X	X	X	X		
Spanish	X	X	X	X	X	
Thai	X	X	X	X		
Turkish	X	X	X	X		
Vietnamese	X	X	X	X		

The main features of the program included:

- the moderate range of languages offered (twenty-five);
- testing at Levels 2 and 3 in twenty-one and twenty-four languages respectively and at Level 4 in four languages;
- the inclusion of languages of low candidate demand but of significant community need;



In accordance with the policy decision of April 1989 to discontinue the Level 2 Admission test and to temporarily suspend the Level 1 accreditation test until such time that a proper review of its function and format could be conducted, no tests at these Levels were conducted in the 1991/92 program.

The 1991/92 testing program was one of moderate size in terms of the number of languages tested and reasonably large in terms of the total number of tests conducted. In summary, NAATI conducted a total of 3178 tests over twenty-five languages within the annual testing program and 380 special on-demand tests totalling 3559 tests in the period under review. This resulted in 1030 accreditations by tests conducted within the period.

The program was announced in June 1991. It was conducted in three sessions, viz; Level 2 and 3 translation tests on 22-23 November 1991, Level 2 and 3 interpreting tests between March and July 1992 and Level 4 Translation tests from 13-24 July 1992. In order to achieve a better balance in the overall testing program, the Level 4 Translation tests were delayed from the normal testing month of November to July 1992. Similarly, the Deaf Sign Interpreting tests were also conducted in July 1992. The testing of Level 4 Translation and the Deaf Sign Interpreting involves small numbers of candidates and special testing requirements. It was felt that the Regional Offices were best able to cope with these needs at a time after the main testing program had been completed. Although these two sets of tests were technically outside the financial year under review, they were part of the 1991/92 Testing Program and have therefore been included in this report.

Over the past few years, NAATI has been altering the timing of various types of tests seeking to spread the total workload in relation to testing for both the Central Office, the Regional Offices and the Language Panels over a longer period of the year. The timing of the various tests in the 1991/92 program has proven to be most successful and similar to last year. It is anticipated that the annual testing programs in future will schedule Level 2 and 3 Translation tests in November, Level 2 and 3 Interpreting tests between March and June, the Level 4 Translation tests in July and the Deaf Sign and Deaf Oral Interpreting tests in July.

The details of the 1991/92 testing program and its relationship to previous programs, are provided by the following series of statistical tables and graphs.

Table 2 compares the number of tests and range of languages offered by NAATI over the previous five years 1987-92. For the purpose of comparability in Table 2, the statistics of the Level 2 Admission test as shown in the Annual Reports of 1987/88 and 1988/89 have been split to reflect the separate written and oral tests that can be sat individually. Further, the single two-direction translation tests at Level 3 in all previous Annual Reports have been split to reflect the separate tests for each language direction. Table 2 in this report now provides statistics which are both comparable and more detailed than in the previous Annual Reports.

**Table 2: Number of Tests Conducted 1986-1991(a)**

Test	87/88	88/89	89/90	90/91	91/92
Level 1	6	318	1	0	1
Level 2 Adm. Paper 1(b) Paper 2	177 186	375 419	N/A N/A	N/A N/A	N/A N/A
Level 2 Tra.	364	714	194	770	770
Level 2 Int.	304	764	268	987	1050
Level 3 Tra. Into "O"(c) Into "E"	664 625	564 460	729 627	518 441	661 562
Level 3 Int.	368	346	422	364	489
Level 4 Tra. Into "O" Into "E"	38 37	18 21	12 10	18 32	14 12
Total	2769	3999	2263	3130	3559
No of Lang.	33	27	30	23	25

- (a) Table includes tests conducted within the annual program AND as special on-demand tests.
- (b) Paper 1 is the written test; paper 2 is the oral test.
- (c) Into "O" means into the other language; into "E" means into English.

Table 2 indicates the following:

- the 1991/92 testing program was moderate in terms of the range of languages (25) and levels offered (Levels 2, 3 and 4) and relatively large in terms of the number of tests conducted (3559);
- the total number of tests conducted was the highest since 1988/89 and much higher if the exclusion of the Level 2 Admission tests is considered;
- the number of tests conducted at Level 2 was the largest in five years with 1,820 tests. This is partly due to the fact that testing at Level 2 in 1989/90 was very limited. The following two testing program attempted to cater for this backlog;

the demand for Level 3 testing continues to be very strong, alternating between 1300 and 1700 tests each year. The strong demand may be related to growing acceptance of Level 3 as the basic professional qualification and the increasing requirement by employers for practitioners to hold NAATI Level 3 accreditation; and

the demand for testing at Level 4 decreased markedly from 50 in 1990/91 to 26 in 1991/92. This is a reflection of the eligible candidature of particular languages offered.

Table 3 below indicates the number of tests conducted within specified States and Territories. In 1991/1992 it can be seen that approximately 45% of tests are conducted in New South Wales, 22% in Victoria and the remainder distributed throughout the other States and Territories. In more recent years a small number of tests have been conducted for candidates with overseas addresses. These include tests conducted in New Zealand and tests conducted in Australia for residents of Hong Kong and a few other Southeast Asian cities.

**Table 3: Number of Tests Conducted by State/Territory 1986/87 - 1991/92**

STATE	87/88	88/89	89/90	90/91	91/92
ACT	178	242	112	159	137
NSW	1180	1868	901	1357	1623
NT	37	59	38	26	32
QLD	187	324	188	262	303
SA	265	330	176	235	224
TAS	26	39	8	32	51
VIC	649	765	615	788	825
WA	237	311	141	233	291
OTHER*	1	37	42	10	11

NZ	9	24	42	28	39
TOTAL	2769	3999	2263	3130	3559

\* Includes candidates with overseas addresses or "unknown" addresses, except New Zealand.

Table 4 below indicates the pattern of languages and levels tested over the period 1980-1991. Of particular interest are:

- . the provision of tests at Levels 2, 3 and 4 in the 1991/92 testing program;
- . the availability of testing at Levels 2 and 3 in a limited number of languages of community need but low candidate demand in 1991/92, including Indonesian, Khmer, Filipino, Thai, Lao and Malaysian (Level 2 only);
- . the consistency of testing in languages of major employer demand including Arabic, Cantonese, Deaf Sign, Greek, Italian, Mandarin, Polish, Spanish and Vietnamese;
- . the reduction in testing at Level 2 in languages of significant candidate demand but low employer demand, including French, German and Italian;
- . availability of tests at Level 4 in four languages in 1991/92; and
- . the clarification of the name of the official language of the Philippines and Iran, namely Filipino as opposed to Pilipino or Tagalog, and Persian as opposed to Farsi;

It should be noted that programs which contain a wide range of languages at both Levels 2 and 3 such as the one in this financial year, have a number of effects, namely:

- (a) Language Panels are extended in order to meet the time schedules for the design and marking of tests; the total number of tests for both design and marking will be much greater;
- (b) Smaller Language Panels are less able to meet the NAATI requirements in terms of specifications and time lines since the small number of Panel members who collectively have a narrower range of expertise are more pressured;
- (c) Both the Central Office and Regional Offices carry a very heavy load in relation to the preparation of the test materials, the conducting of tests and the overall administration.

In summary, the larger volume of tests has had the effect of stretching the resources of the NAATI staff and the Language Panels.



**Table 4: Languages and Levels Tested: 1981-1992**

Language	1981	1982	1983	1984	85/86	86/87	87/88	88/89	89/90	90/91	91/92
Arabic	2T	2,3	2,3	2,3		1,2,3	3,4	1,2,3	3	2,3	2,3,4
Bulgarian							1,2,3		2		
Cantonese			2	2,3	2,3	1,2,3		1,2,3	3	2,3	2,3
Croatian	2T	2,3	2,3	2,3	2A,3A	2,3	2,3	1,2,3	3	2,3	2,3
Czech				2,3			2,3		3	2,3	
Deaf Oral	1		1,2I,3I	2A,2I	2A,2I	2A,2I,3I	2I,3I				
Deaf Sign			2I	2I	2I	3I	1,2I,3I	1,2I,3I	3	2,3	2,3
Dutch				2,3			2,3			2,3	
Filipino								1,2,3		2	2,3
Finnish									2,3		
French	2,3	2,3		2,3	2A,3A	1,2,3,4	2,3,4	1,2,3,4	3	4	3
German	2,3	2,3		2,3	2A,3A	1,2,3	2,3,4	1,2,3,4	3	4	3
Greek	2,3	2,3	2,3	2,3	2A,3A	1,2,3		1,2,3	3,4	2,3	2,3,4
Hakka							2A,2I		2,3		
Hungarian				2,3	2,3		2,3	1,2,3		2,3	
Indonesian				2,3		1,2,3		1,2,3	3	2,3	3
Italian	2,3	2,3	2,3	2,3	2,3	1,2,3,4	3,4	1,2,3,4	3	2,3	3,4
Japanese	2I,3I	2,3		2,3			2,3	1,2,3,4	2,3	2,3,4	2,3
Khmer	2T,3T			2	2,3		2,3	1,2,3	2,3	2,3	2,3
Korean							1,2,3	1,2,3	2,3	2,3	2,3
Lao		2,3		2,3	2,3		2,3	1,2,3	2,3	2,3	2,3
Macedonian		2,3	2T,3T				2,3	1,2,3	3	2,3	2,3
Malay				2,3		1,2,3					2
Maltese				2,3			2,3		3		
Mandarin	2,3	2,3	2,3	2,3	2,3	1,2,3	3,4	1,2,3,4	3	2,3,4	2,3
Persian							1,2,3	1,2,3	3	2,3	
Polish	2T	2,3	2,3	2,3		1,2,3	2,3	1,2,3	3	2,3	2,3
Portuguese		2,3	2	2,3	2,3		2,3	1,2,3	2,3		2,3
Romanian					2,3		2,3	1,2,3	3	2,3	
Russian	2T,3T	2,3	2,3			1,2,3	3,4	1,2,3,4	3	2,3,4	2,3
Serbian	2T,3T	2,3	2,3	2,3	2A,3A	1,2,3	2,3	1,2,3	3		2,3
Slovak							1,2,3				
Spanish	2,3	2,3	2,3	2,3	2,3	1,2,3,4	3,4	1,2,3,4	3	2,3	2,3,4
Thai				2,3	2,3		2,3		2,3		2,3
Turkish	2T	2,3	2,3	2,3	2,3		3	1,2,3	3		2,3
Ukrainian							1,2,3				
Vietnamese		2,3	2,3	2,3	2,3	1,2,3	3	1,2,3	3	2,3	2,3
Total No of Languages	14	17	15	25	18	17	33	27	30	23	25

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

### **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 5 below shows that:

- . the overall candidature was approximately 137% of that of the previous program (3,559 tests vs 3,130 tests) and can be attributed to the availability of tests at Level 2 in a wide range of languages, a slightly higher acceptance rate at Level 3, and a growing number of new requests for tests each year.
- . the overall acceptance rate in the annual program was 30.04%, approximately the same as for the previous program (30.11%);
- . An acceptance rate for Level 2, 19.4% was similar to that of the previous year 19.25%;
- . for the third consecutive year, an increase in the acceptance rate for tests at Level 3 from 25.9% in 1989/90 to 32.7% in 1990/91 to 34.67% in 1991/92. This may reflect the increasing level of qualification demanded by major employers;
- . the average of pass rates across all tests was 24.9%, lower by 0.7% than for the previous program. Specifically, the pass rates by level varied from 31.3% at Level 2 to 24.9% for the Level 3 to 18.4% for Level 4 Translation tests;
- . a similarity of the pass rates between translation (32.3%) and interpreting (30.3%) at Level 2;
- . the significant variation in the pass rate between the language direction of translation at Level 3, namely 20.1% from English into the other language and 35.1% from the other language into English. The opposite variation was demonstrated by results for Level 4, namely 28.5% for English into the other language and 8.3% from the other language into English.
- . the acceptance rate for special on-demand tests was 99.8%. Only one candidate did not sit for a test to which he/she was invited;
- . the average pass rate for special on-demand tests was 47.2%, approximately 22.3% higher than for the tests in the annual program (24.9%). This may reflect the greater confidence and competence of candidates seeking accreditation by this type of test which has a fee at full cost recovery.
- . a more meaningful interpretation of acceptance and pass rates should exclude values where only a small number of candidates sat eg. one candidate at levels 1 and 4.

**Table 5: 1991/92 Testing Program: Rates of Acceptance of Invitations and Rates of Passes**

	Annual Testing Program					Special Tests				
Test	No of Inv	No Sat	% of Accept	No Pass	% of Pass	No Inv	No Sat	% of Accept	No Pass	% of Pass
Level 1	-	-	-	-	-	1	1	100	1	100
Level 2 Translation	3472	681	19.6	220	32.3	90	89	98.8	25	28.1
Level 2 Interpreting	4581	879	19.2	266	30.3	171	171	100	69	40.3
Level 3 Translation										
Paper 1	1611	624	38.7	126	20.1	37	37	100	12	32.4
Paper 2	1401	529	37.7	186	35.1	33	33	100	14	42.4
Level 3 Interpreting	1589	439	27.6	86	19.6	50	50	100	20	40.0
Level 4 Translation										
Paper 1	37	14	37.8	4	28.5	-	-	-	-	-
Paper 2	37	12	32.4	1	8.3	-	-	-	-	-
Total	12728	3178	30.4 (Avg)	889	24.9 (Avg)	382	381	99.8 (Avg)	141	47.2 (Avg)

A comparison of the pass rates for the various levels of tests in the period 1987/88 to 1991/92 as presented in Table 6 below, highlights several variations.

In 1991/92 there was only one test conducted at level 1 (special test) in which the candidate was successful. Because of the large candidature in previous years, a comparison of this one result is statistically insignificant.

Comments relating to a comparison of level 1 and level 2 Admission Tests can be found in previous Annual Reports. Both level 1 and level 2 Admission Tests have been discontinued since 88/89.

The pass rates for the Level 2 translation tests fluctuated between 45.3% in 1987/88 and 29.3% in 1990/91 with a rate of 32.3% for the current year. The pass rate for Level 2 Interpreting has also fluctuated between 57.2% in 1987/88 and 30.3% in the current year.

The average pass rates for both papers of the Level 3 translation tests remained consistent between 1987/88 and 1989/90 but varied significantly in 1990/91 and 1991/92. In 1990/91 the pass rate for 1 Paper 1 (into the LOTE) declined from about 31% in the previous three years to 23.8%. It declined further to 20.1% in the current program.

The pass rate for Paper 2 (into English) rose significantly in 1990/91 from approximately 36% to 44.8% but has reverted to a more normal rate in 1991/92 at 35.1%. The decline in the pass rate for Paper 1 (into the LOTE) may reflect a larger proportion of second generation Australians attempting the test. For this group, the LOTE would have been learned informally in the home rather than as the language of instruction or study in overseas educational systems.

The pass rate for the interpreting test at Level 3 has remained consistent between 1987/88 and 1991/92 at approximately 20% with the exception of 1988/89 when it rose to 32.1%.

The average pass rates for both Level 4 translation tests papers were consistent over the period 1987/88 - 1990/91 at 10% to 12%. However, because of the marked increase in the pass rate of Paper 1 (LOTE) in 1991/92 to 28.5%, the average rate for the two papers in this year rose to 18.4%. It should be noted, however, that the statistics relating to Level 4 tests should be treated with some caution due to the small number of candidates participating in tests at this level.

Overall, the average pass rates for all levels have fallen consistently over the five year period from 37.89% in 1987/88 to 24.9% in 1991/92, although there appears to be a levelling out in the last three testing programs. A number of factors may have contributed to this trend including the declining quality of candidates, the lack of preparation for tests by candidates presenting themselves for testing, the tightening of NAATI standards in the interpreting tests and the continuing lack of suitable training programs to precede the testing process.

**Table 6: A comparison of Average Pass Rates by Level and Test; 1987/88, 1988/89, 1989/90, 1990/91 and 1991/92**

Test	Pass Rate 87/88	Pass Rate 88/89	Pass Rate 89/90	Pass Rate 90/91	Pass Rate 91/92
Level 1	66.7	22.6	N/A	N/A	N/A
Level 2 Adm.	55.4	55.3	N/A	N/A	N/A
Level 2 Trans.	45.3	38.2	45.4	29.3	32.3
Level 2 Int.	57.2	49.3	36.3	40.9	30.3
Level 3 Trans					
Paper 1:	31.5	31.4	30.6	23.8	20.1
Paper 2:	37.8	37.6	34.1	44.8	35.1
Level 3 Int.	23.1	32.1	20.8	21.5	19.6
Level 4 Trans.					
Paper 1:	13.2	22.2	9.1	5.8	28.5
Paper 2:	10.8	0.0	10.0	13.4	8.3
Average of all Levels	37.89	36.08	26.6	25.6	24.9



A comparison of pass rates on a State/Territory basis as shown by Table 7 below reveals the following patterns:

Due to the small candidature in the Northern Territory and Tasmania, comparisons with the national average cannot be made with any reliability.

At Level 2 Translation, the ACT candidates performed well below the national average in contrast to the previous year though the candidature was over twice as many as 1990/91. while the smaller number of candidates sitting in Northern Territory and Tasmania gives less reliability to the statistics, results from other States cluster around the national average to a level well above the national average.

At Level 2 Interpreting, the pass rates for different States and Territories were relatively comparable except those for the ACT and Northern Territory which were 62.9% and 16.7% respectively. Again smaller candidature for these States can result in abnormal fluctuations above and below the national average.

At Level 3 Translation WA performed well above the average. Consistently, performance in paper 1 (into the other language) was below that of paper 2 (into English) in all States and Territories. Again in several states low candidature has distorted the statistics.

In the Level 3 Interpreting test, most results were close to the national average except the ACT and WA, while the result for TAS is statistically insignificant.

At Level 4 the comparison to the national average has little meaning since very few candidates sat in any particular State or Territory.

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 national pass rates for various languages tested at Level 3 translation (into the other language) with a candidature in excess of 20 ranged from 8.9% for Mandarin to 40.7% for French.

**Table 7: Percentage Pass Rates for NAATI Tests by State/Territory: 1991/92 Program**

Test	ACT	NSW	NT	QLD	SA	TAS	VIC	WA	Nat Avg.
Level 2 Tran	17.0	36.6	37.5	31.5	25.2	50.0	26.6	26.3	31.8
Level 2 Int	62.9	31.9	16.7	25.9	30.5	35.7	28.4	35.1	31.9
Level 3 Tran									
Paper 1	21.9	15.7	33.3	20.0	7.7	25.0*	23.8	43.9	20.9
Paper 2	23.1	34.9	57.1*	39.7	32.4	45.5*	33.6	45.9	35.6
Level 3 Int	31.3	18.2	20.0	28.0	17.6	100.0*	28.6	13.0	21.7
Level 4 Tra									
Paper 1	0*	20.0*	0*	0*	0*	0*	33.3	0*	28.5
Paper 2	0*	0*	0*	0*	0*	0*	50.0	0*	8.3

Note: Table 7 includes pass rates for special tests. The National Average includes results for overseas candidates.

\* Indicates that less than 5 candidates sat for the test which results in extreme percentage pass rates.

### **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, though growing (see Table 8 below). During the year under review, 153 requests for testing in these languages were added to the list bringing the total to 914. The languages of strongest demand within this category include Hokkien (122), Hebrew (69), Danish (53), Hindi (53), Punjabi (46), Norwegian (35), Tongan (34), Lithuanian (27), Tetum (32) and Swedish (56).

In view of the growing demand for accreditation tests in the above languages, NAATI will need to address this problem in the near future.

**Table 8: Number of Language Entries Seeking Accreditation in Languages Never Likely to be Tested: 1988 - 1992**

Test	30.6.88	30.6.89	30.6.90	30.6.91	30.6.92
Level 1 Accreditation	92	102	93	104	104
Level 2 Admission	284	288	0	0	0
Level 2 Translation	78	108	212	220	280
Level 2 Interpreting	53	55	247	281	351
Level 3 Translation	112	130	79	79	90
Level 3 Interpreting	49	48	73	77	89
Level 4 Translation	2	9	2	0	0
TOTAL	670	740	706	761	914

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 9 below demonstrates that the backlog was reduced substantially in the period under review from 6,455 at 30 June 1990 to 4,477 at 30 June 1992. During this period, the backlog was significantly reduced for the Level 2 tests in Translation and Interpreting since the testing programs offered a wide range of languages at this level. In the last twelve month period the backlog has been slightly reduced for both Level 2 and 3, from 3013 to 2958 and 932 to 881 respectively. There is also a strong indication that the backlog has stabilised at a number of commensurate with the number of new requests for testing made each year.

During the years prior to 1990, NAATI received approximately 1600 new applicants per year who made requests for approximately 4400 accreditations (based on 2.751 entries per applicant). However, in 1991 the number of new applicants increased to 1926 and in the last financial year, to 30 June 1992 the number increased to 2307. This represents a 22% per year growth rate over the past two years. The 2313 new applicants in 1991/92 requested 6307 accreditations or 2.733 each. 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 are included in the backlog statistics.

**Table 9: Status of Language Entries in Relation to Invitations to Tests: at 30 June 1990, 30 June 1991 and 30 June 1992**

(a) 30 June 1990					
Test Type	Not Yet Inv (1)	Inv. Once	Inv. Twice	Inv. Thrice	Removed (2)
Level 1 Accreditation	355	1235	1550	1	29
Level 2 Admission	0	0	0	0	4874
Level 2 Translating	2523	1287	1008	74	1112
Level 2 Interpreting	2841	1388	798	78	1143
Level 3 Translating	392	763	611	989	1846
Level 3 Interpreting	190	725	516	894	1596
Level 4 Translating	154	72	89	9	63
Total	6455	5470	4572	2045	10663

(b) 30 June 1991					
Test Type	Not Yet Inv (1)	Inv. Once	Inv. Twice	Inv. Thrice	Removed (2)
Level 1 Accreditation	473	1260	1549	1	29
Level 2 Admission	0	0	0	0	4836
Level 2 Translating	1575	2386	1122	3	1961
Level 2 Interpreting	1439	2884	1178	605	1269
Level 3 Translating	642	789	628	7	3316
Level 3 Interpreting	290	589	554	385	2552
Level 4 Translating	136	105	38	64	63
Total	4555	8013	5069	1065	14026

(c) 30 June 1992					
Test Type	Not Yet Inv (1)	Inv. Once	Inv. Twice	Inv. Thrice	Removed (2)
Level 1 Accreditation	497	1259	1540	1	29
Level 2 Admission	0	0	0	0	4805
Level 2 Translating	1623	1710	1896	6	2750
Level 2 Interpreting	1335	2189	2382	842	1873
Level 3 Translating	580	752	629	13	3797
Level 3 Interpreting	301	709	516	476	2921
Level 4 Translating	141	103	43	71	68
Total	4477	6722	7006	1409	16243

- (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 10 below summarises the statistics on applicants and language entries for the 1991/92 period. During the period NAATI received 2307 new applications for accreditation, considerably more than in the previous year (1926). In the period under review 961 candidates received their first accreditation and an additional 349 candidates received a second, third or more accreditation, giving a total of **8303 accredited persons** at the end of the period under review. At 30 June 1992 these persons held 13,609 accreditations, while 752 persons held 1406 recognitions. Of the 13,609 accreditations 4736 are at Level 3, 186 at Level 4 and 9 at Level 5.

**Table 10: Applicant Statistics: Persons and Languages Entries: 1991/92**

<b>a) PERSONS</b>	
Number of applicants, up to 30.6.1991	19,424
Number of new applicants 1.7.1991-30.6.1992	2,307
<b>Total number of applicants, as at 30.6.1992</b>	<b>21,731</b>
Number of persons accredited, up to 30.6.1991	7,432
Number of applicants accredited, 1.7.91-30.6.1992 without previous accreditations	961
<b>Total number of persons accredited as at 30.6.1992</b>	<b>8,393</b>
Number of persons recognised, up to 30.6.91	725
Number of persons recognised 1.7.91-30.6.92	27
<b>Total number of persons recognised as at 30.6.92</b>	<b>752</b>
Total persons accredited and/or recognised at 30.6.91	8,067
<b>Total persons accredited and/or recognised at 30.6.92</b>	<b>9,055</b>
<b>b) LANGUAGE ENTRIES</b>	
Number of language entries, up to 30.6.1991	53,880
Number of new language entries 1.7.91-30.6.92	6,307
<b>Total number of language entries as at 30.6.1992</b>	<b>60,187</b>
Number of language entries accredited up to 30.6.91	12,023
Number of language entries accredited 1.7.91-30.6.92	1,570
<b>Total number of language entries accredited as at 30.6.92</b>	<b>13,593</b>
Number of language entries recognised up to 30.6.1991	1,344
Number of language entries recognised 1.7.91-30.6.92	61
<b>Total number of language entries recognised as at 30.6.92</b>	<b>1,405</b>
Total number of language entries accredited/recognised as at 30.6.91	13,367
<b>Total number of language entries accredited/recognised as at 30.6.92</b>	<b>14,998</b>

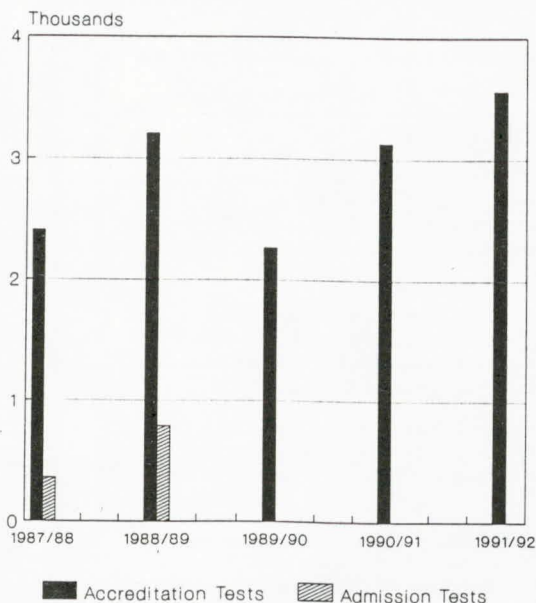
The general trends in the testing process are demonstrated by Graphs 1 to 3. Graph 1 illustrates the size of the various testing programs between 1987 and 1992. It can be seen that although the 1991/92 program was comparable to that of 1988/89, the number of accreditation tests was the largest in the six year period (3559). Admission tests decreased in importance from 1984/85 and were discontinued according to the policy introduced in 1988/89. Consequently no admission tests were conducted in the period under review.

Graph 2 illustrates the person statistics at 30 June 1992. 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 40% and 45% of applicants are accredited, the only exception being Tasmania which has approximately 26% of its applicants accredited. It is interesting to note that of the overseas applicants, approximately 62% have achieved accreditation, most of whom have done so by the testing method.

Graph 3 shows the level activity associated with the testing program for 1991/92 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. However, the total population in each of these states and the population of non-English-speaking background people is well below that of other states and hence a lower level of activity in Interpreting/Translation accreditation is to be expected. Overall, the number of accreditations awarded represents only about 17% 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". Thus, the proportion of results which are shown as accreditations should not be considered as an indication of the pass rate for tests.

Graph 1

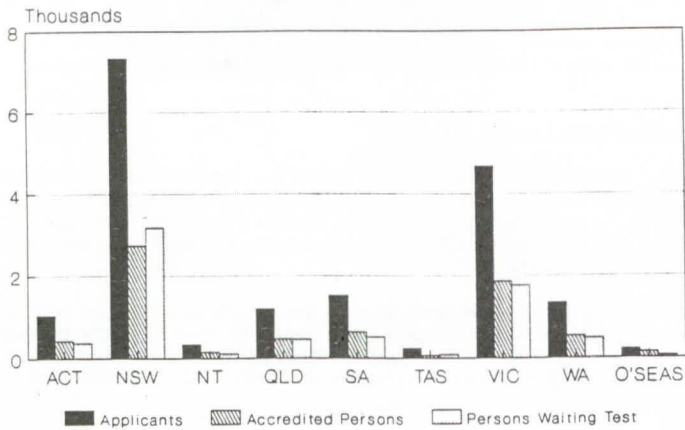
### Number of Tests 1987-1992 Accreditation and Admission Tests



Based on Language Entries

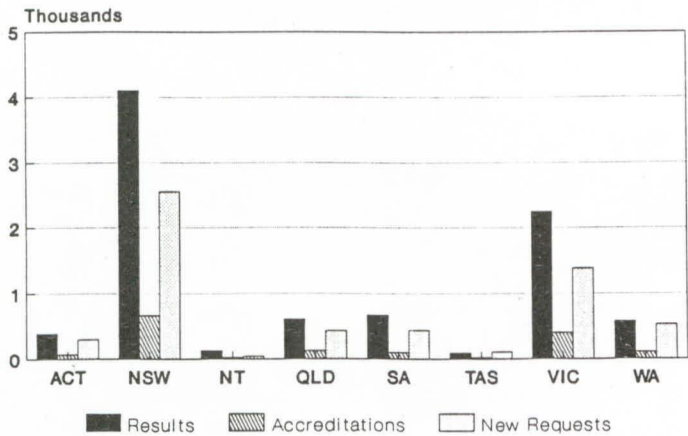
Graph 2

**PERSON STATISTICS: 30.6.92**  
Applicants, Accredited, Awaiting Tests



Graph 3

**TESTS : 1.7.91 to 30.6.92**  
Results, Accreditations, New Requests



Based on Language Entries

In summary, it is clear from the graphs that there is not only a continuing demand for NAATI tests from new applicants but a growing one. In the period under review NAATI received an additional 6,307 requests for accreditations (compared with 4331 for 1990/91) of which 5,550 were for tests (compared with 3744 for 1990/91). To date, 9,711 accreditations have been awarded on the basis of testing with 1142 being awarded in the period under review. Approximately 67% of all accreditations (by testing) made during the period under review were awarded 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.

#### **B.1.2.5 Testing Policy Issues**

During the period under review, the Board gave consideration to the comparability of standards between the different modes of accreditation and between languages within each mode. In the testing area, increased attention was given to the adherence to the setting and marking guidelines among all Language Panel members and to this end, the first Language Panel Workshop was convened.

In order to reduce the time delay between the test and the release of results, the Registrar undertook extensive personal contact with Language Panel members to ensure their ability to meet deadlines and to follow-up outstanding results when they become overdue. In addition, a special bonus payment system was introduced for all examiners who submitted results by the due date.

NAATI gave more attention to candidates wishing to withdraw their applications from testing, acknowledging each and advising that they would need to request reinstatement at a later date (without penalty). This reduces the number of invitations sent to candidates who do not intend to sit for tests.

Early in the financial year, NAATI appointed the research team to evaluate the NAATI test formats in relation to the I/T requirements within the workplace. The project continued throughout the period under review with the expectation of completion early in the next period.

## **B.2 COURSES OF STUDY**

### **B.2.1 Approval/Re-Approval of Courses**

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 as at 30 June 1992.

A - approved  
R - re-approved

A	University of NSW	Level 2 Interpreting/Translating Course (1992-1994) Language: Mandarin
A	Adelaide TAFE	New Language Stream: Pitjantjatjara and ADSL
A	RMIT Technical College	New Language Stream: AUSLAN (1992)
A	ACT Institute of TAFE	New language stream: Vietnamese (1991-1992)
A	Victorian College Toorak (now Deakin U)	New language stream: Indonesian (1992)
A	South Brisbane College of TAFE	New language stream: Mandarin (1992)

\* A list of NAATI-approved courses as at 30 June 1992 can be found at Appendix VII.

### **Other Course Submissions considered by the Qualifications and Assessment Advisory Committee**

#### **Auburn Girls High School**

Application for approval of Level 2 Interpreter/Translator Course (Turkish). The Application was unsuccessful. Level 2 is considered to be set at too high a standard for high school tuition.



### B.2.2. Accreditations by Course

The number of persons accredited and total accreditations granted on the basis of course completion are shown in Tables 11 and 12 below.

**Table 11: Number of Accreditations by Course - 1/7/91 to 30/6/92**

	Lev 4	Lev 3	Lev 2	Lev 1	Total
<u>Australian Capital Territory</u>					
ACT Institute of TAFE	N/A	N/A	11	N/A	11
Canberra CAE	N/A	0	N/A	N/A	0
					--
					<b>11</b>
<u>New South Wales</u>					
University of Western					
Sydney, Macarthur	N/A	50	12	N/A	61
Petersham TAFE	N/A	N/A	24	7	31
Sydney TAFE	N/A	N/A	0	N/A	1
Liverpool TAFE	N/A	N/A	N/A	23	23
University of Wollongong	N/A	N/A	2	N/A	2
					---
					<b>118</b>
<u>Nothern Territory</u>					
NT University	N/A	N/A	4	N/A	4
(Institute of TAFE)					
<u>Queensland</u>					
SouthBrisbane TAFE	N/A	N/A	29	N/A	29
University of Queensland	0				0
					--
					<b>29</b>
<u>South Australia</u>					
University of Adelaide	N/A	12	N/A	N/A	12
(formerly SACAE)					
Adelaide TAFE	N/A	N/A	29	N/A	29
					--
					<b>41</b>
<u>Victoria</u>					
RMIT Technical College	N/A	N/A	93	N/A	93
Deakin University					
(formerly Victoria College)#	N/A	67	N/A	N/A	67
					---
					<b>160</b>
<u>Western Australia</u>					
Central Metropolitan College	N/A	N/A	21	N/A	21
Edith Cowan University #					
(formerly WACAE)	N/A	3	2	N/A	5
					--
					<b>26</b>
<b>TOTAL ACCREDITATIONS</b>	<b>0</b>	<b>132</b>	<b>227</b>	<b>30</b>	<b>389</b>

\* N/A Not Available

# Total of BA & Post-Graduate students

Table 12: Number of Persons Accredited by Course

State	Level 89/90					Level 90/91					Level 91/92				
	4	3	2	1	T	4	3	2	1	T	4	3	2	1	T
<u>ACT</u>															
ACT TAFE	-	-	16	-	16	-	-	9	-	9	-	-	6	-	6
Canberra CAE	-	-	-	-	-	-	1	-	-	1	-	-	-	-	0
<b>Total</b>	-	-	<b>16</b>	-	<b>16</b>	-	<b>1</b>	<b>9</b>	-	<b>10</b>	-	-	<b>6</b>	-	<b>6</b>
<u>NSW</u>															
Uni of Western Sydney,															
Macarthur	-	-	-	-	-	-	27	15	-	42	-	33	11	-	44
Sydney TAFE	-	-	4	-	4	-	-	1	-	1	-	-	0	-	0
Petersham TAFE	-	-	13	19	32	-	-	16	13	29	-	-	24	7	31
Liverpool TAFE	-	-	-	-	-	-	-	-	12	12	-	-	-	23	23
University of Wollongong	-	-	-	-	-	-	-	4	-	4	-	-	1	-	1
<b>Total</b>	-	<b>41</b>	<b>39</b>	<b>19</b>	<b>99</b>	-	<b>27</b>	<b>36</b>	<b>25</b>	<b>88</b>	-	<b>33</b>	<b>36</b>	<b>30</b>	<b>99</b>
<u>NT</u>															
Northern Territory Uni (TAFE)	-	-	10	-	10	-	-	-	-	-	-	-	2	-	2
<u>QLD</u>															
University of Qld	1	-	-	-	1	-	-	-	-	-	-	-	-	-	0
South Brisbane TAFE	-	-	12	-	12	-	-	17	-	17	-	-	23	-	23
<b>Total</b>	<b>1</b>	-	<b>12</b>	-	<b>13</b>	-	-	<b>17</b>	-	<b>17</b>	-	-	<b>23</b>	-	<b>23</b>
<u>SA</u>															
University of Adelaide	-	2	4	-	6	-	-	11	-	11	-	6	-	-	6
Adelaide TAFE	-	-	22	-	22	-	-	21	-	21	-	-	29	-	29
<b>Total</b>	-	<b>2</b>	<b>26</b>	-	<b>28</b>	-	-	<b>32</b>	-	<b>32</b>	-	<b>6</b>	<b>29</b>	-	<b>35</b>
<u>VIC</u>															
Deakin University	-	*49	-	-	*49	-	28	-	-	28	-	*34	-	-	*34
RMIT TAFE	-	-	92	-	92	-	-	79	-	79	-	-	93	-	93
<b>Total</b>	-	<b>49</b>	<b>92</b>	-	<b>141</b>	-	<b>28</b>	<b>79</b>	-	<b>107</b>	-	<b>34</b>	<b>93</b>	-	<b>127</b>
<u>WA</u>															
Edith Cowan University	-	*14	-	-	*14	-	*4	-	-	4	-	*2	1	-	*3
Central Metropolitan College of TAFE	-	-	15	-	15	-	-	11	-	11	-	-	21	-	21
<b>Total</b>	-	<b>14</b>	<b>15</b>	-	<b>29</b>	-	<b>*4</b>	<b>11</b>	-	<b>15</b>	-	<b>2</b>	<b>22</b>	-	<b>24</b>
<b>5 Totals Overall</b>	<b>1</b>	<b>*106</b>	<b>210</b>	<b>28</b>	<b>*345</b>	-	<b>60</b>	<b>184</b>	<b>25</b>	<b>269</b>	<b>0</b>	<b>*75</b>	<b>211</b>	<b>30</b>	<b>316</b>

Total Persons Accredited 1991/92 = 316; Total Accreditations = 389.

\* Total of B.A. &amp; Post Graduate Students

### **B.2.3 Course Related Policy Matters**

A number of policy matters have been under review during the year 1991/92.

1. Test Setting Guidelines for Level 4 Interpreting

The Committee made further minor adjustments to the guidelines.

2. Review of the NAATI Levels System

A comprehensive review of the NAATI Levels System was commenced in November 1991.

### **B.3. Overseas Qualifications**

From July 1987 until April 1992, the Authority's Qualifications and Assessment Advisory Committee considered applications for accreditation in interpreting and/or translation on the basis of overseas qualifications and experience at Level 4 and 5 only. Level 3 accreditation on the basis of overseas qualifications was not available during this period. However, as a result of the revision of NAATI overseas qualifications assessment criteria in 1992, level 3 accreditation on this basis was re-introduced, **but for the skill of translation only**. Accreditation at Level 3 in translation is usually awarded in one language direction only (i.e. into mother tongue). However, in certain cases accreditation may be awarded in both language directions, in accordance with NAATI assessment criteria. (In the case of Cantonese, accreditation in translation is available only for the language combination Cantonese into English). Note: Level 3 accreditation in **interpreting** is not available on the basis of overseas qualifications at this stage, due to the extreme difficulty in assessing the wide variety of qualifications offered by overseas institutions at this academic standard, as well as the fact that Australia leads the world in the training of community interpreters, while no provision is made to accommodate these particular skills in training courses offered outside Australia.

During the year under review NAATI reached an agreement with DILGEA as a result of which prospective migrants to Australia submit applications to NAATI for assessment of overseas qualifications in association with their migration applications. A special overseas assessment fee of \$150 was introduced to be collected by NAATI at the time of lodgement of the special DILGEA application form. Applications may be lodged direct to NAATI or via immigration offices overseas, in accordance with the PAM guidelines drawn up by DILGEA.

Details of accreditations awarded on the basis of overseas qualifications during the period are as follows. The increase in the number of accreditations awarded on this basis reflects the new assessment procedures referred to above.



**Table 13: Number of Accreditations by Overseas Qualifications: 1/7/91 - 30/6/92**

	<u>Awarded</u>	<u>Languages Covered</u>
<u>Level 3 Accreditation</u>		
Translator into other language	11 accreditations	Arabic, Mandarin
Translator into English	10 accreditations	Cantonese
Translator (both direction)	9 accreditations	Mandarin
<u>Level 4 Accreditation</u>		
Translator into other language	3 accreditations	German, Mandarin
Translator into English	5 accreditations	French, German, Spanish, Mandarin
Total number of applications assessed*:		70
Total number of persons accredited:		27
Total number of accreditations awarded:		38

\*Includes Special Overseas Assessments, applications assessed by QAAC and applications assessed by Assistant Registrar (Courses).

**Table 14: Number of Accreditations by Overseas Qualifications: 1985/86 - 1991/92**

	85/ 86	86/ 87	87/ 88	88/ 89	89/ 90	90/ 91	91/ 92
* Number of applications assessed by QAAC	22	25	17	20	14	14	10
# Number of applications received	NA/	N/A	N/A	N/A	N/A	N/A	70
**Number of persons accredited	17	18	13	18	10	5	27
Number of accreditations awarded:-							
Level 5			8			1	0
Level 4	9	6	16	17	8	6	8
Level 3	9	14	5	6	4	0	30
Level 2	6	4	4	0	0	0	0
Total number of accreditations:	24	24	33	23	12	7	38

\* This is not the total number of applications received: only those eligible for assessment by QAAC.

# Complete computer records of applications received were not available until 1991/92. In this year, some of the total number of applications received were successful but accreditations were not actually awarded until after 30.06.92.

\*\* The 1991/92 figure includes accreditations by special overseas assessment, by QAAC assessment and by Assistant Registrar assessment.

#### **B.4: Recognition**

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

Recognition may 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 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 (not tested by NAATI):

**Table 15: Number of Recognitions awarded, 1/7/91-30/6/92**

Amharic	2	Oromo	2
Armenian	3	Punjabi	2
Assyrian	4	Pushto	3
Bengali	1	Samoan	4
Danish	3	Sinhalese	1
Dari	3	Somali	2
Djambarrpungu	2	Swatow	1
Harari	2	Swedish	2
Hebrew	4	Syriac	2
Hindi	2	Tongan	2
Hokkien	1	Teo Chiew	3
# Hungarian (OCITA)	2	Urdu	1
Kurdish	1	Wu(Shanghainese)	1
Norwegian	3	Yiddish	2
<b>Total No of Recognitions Awarded</b>		<b>61</b>	
<b>* Total No of Persons</b>		<b>27</b>	

\* Some people have Recognition in more than one language and more than one skill, i.e. interpreting **and** translating).

# The one entry for an OCITA applicant refers to a deferred application from 1990/91. No further applications from OCITA members are to be accepted.

It can be seen from the following statistics in table 16 that the number of persons "Recognised" in the period under review has returned to the pre 1990/91 level. 1990/91 was an abnormal year for recognitions due to the granting of the award to certain OCITA members. Nevertheless, with the increasing emphasis placed on minimum qualifications for employment in the public sector, there has been an increasing demand for NAATI accreditation at Level 3 or above, and Recognition in the case of languages for which NAATI is unable to offer testing.

**Table 16: Number of Persons Recognised: 1985/86 to 1991/92**

Year	86/87	87/88	88/89	89/90	90/91	91/92
No of Persons	19	5	25	35	59	27

### **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 accreditations by the testing method increased significantly between 1986/87 and 1987/88. 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 subsequent years are related to the particular programs conducted during each year. Over the longer term accreditation by testing has maintained its importance by providing the means of accreditation for approximately 70% of candidates. It should also be noted that the accreditations by course completion have remained relatively constant between 300 and 400 per year despite the variations in testing programs.

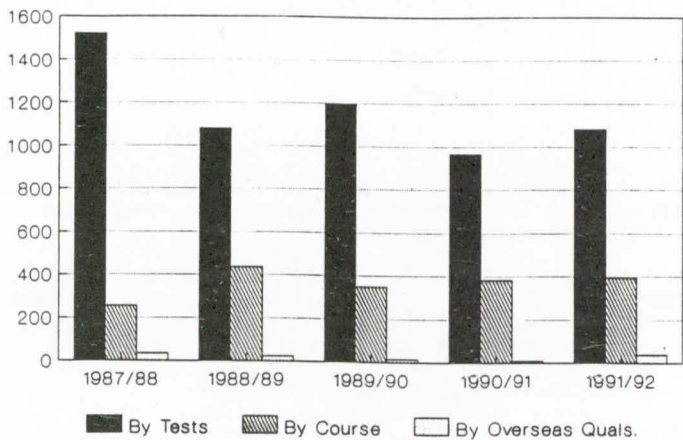
There was some concern in 1986/87 and 1987/88 that **accreditations by course** had fallen to a low level. However, the earlier statistics include graduates of courses from more than one year whereas the more recent statistics relate more directly to graduates of that particular year. Graph 4 illustrates that the number of accreditations by course completion increased significantly in the period 1988/89 but fell back by about 20% in 1989/90. There has been some recovery in the subsequent two years with an increase of approximately 12%. It should be noted that of the 392 course accreditations, in the period under review, only 136 were at Level 3. As in the preceding year, a large number of accreditations were granted at Level 2, especially in interpreting (179, of which 66 were a result of the course at RMIT in Victoria.)

The trend in **accreditation by overseas qualifications** shows that it remained reasonably constant between 1985/86 and 1988/89 at approximately 35 per year. The number of accreditations granted declined from 23 in 1988/89 to 7 in 1991/92 as the policy of granting such accreditations at Levels 4 and 5 only has been implemented, whereas this figure has begun to increase in 1992 (38) following the re-introduction of Level 3 assessment (translation only) in April 1992.



Graph 4

ACCREDITATIONS BY METHOD  
By Test, Course, Overseas Qualification



**B.6: THE NAATI REVIEW**

During the previous financial year, the Commonwealth, State and Territory Governments foreshadowed an external review of NAATI. In October, 1991 at their meeting, the officials formally endorsed the proposed review and agreed that it be done by independent consultants. Following public advertisement, Mr Peter Eyles of EMD Consultants and Dr Robyn Iredale of the Centre of Multicultural Studies, University of Wollongong were appointed as the consultants for the project. In December 1991 the review commenced under the following terms of reference:

**Terms of Reference**

"During the 14 years of its operation, NAATI has undergone many changes in relation to developing needs and expectations. A growing acceptance of the importance of the maintenance of appropriate standards, the rapidly increasing demand for services outside the community sector, significant developments in the co-ordination of language policy and language testing bodies as outlined in the recently released White Paper on Language and Literacy, and moves towards a national service delivery body all represent major changes in the environment within which NAATI operates. It is considered appropriate that, because of the magnitude of the changes, an external review should be undertaken to assist in ensuring that NAATI is appropriately placed, funded and structured to meet existing and future interpreting and translating needs.

"In this context, given widespread agreement in both government and community on the need for national standards for interpreting and translating and a national system of accreditation, the review will examine and make recommendations on appropriate:-

1. accreditation and registration policies and procedures, including
  - (a) relevance of existing standards to employment and professional requirements (NAATI's current research project is relevant),
  - (b) adequacy and appropriateness of testing and/or course graduation for entrance to the profession and skill assessment,
  - (c) need to periodically test skills,
  - (d) processes of registration of accredited professionals;
2. responsibilities and demarcation between NAATI, AUSIT, NLLIA and any national service delivery body in the provision and regulation of interpreting/translating standards, accreditation, registration and the profession;
3. NAATI's administrative organisation, policies and procedures to efficiently perform its functions, including
  - (a) the resourcing of NAATI and activities,
  - (b) the feasibility of self-financing
  - (c) the efficiency of the present charging policies
  - (d) the relevance of NAATI's presence in each State and Territory
  - (e) the role of Regional Advisory Committees, and
  - (f) the provision of testing outside capital cities.
4. structure and role of the Board of Directors, including
  - (a) appointment procedures, term of office and remuneration,
  - (b) representation of interest groups including governments, service providers, practitioners and educational institutions,
  - (c) line of responsibility between NAATI and the governments
5. portfolio placement of NAATI and its functions, including
  - (a) its relationship with the Education portfolio
  - (b) its relationship with the Immigration and Ethnic Affairs portfolio."

Between December 1991 and June 1992 the consultants conducted the review through extensive consultations, interviews with NAATI staff, extraction of data from NAATI records, and analysis of the information collected. The final report was submitted to the Governments in July 1992. Decisions on the recommendations of the report are not expected until the next Ministers' Conference.

The Review imposed a number of constraints upon NAATI during the year. While trying to operate in the normal manner, extra demands were placed on staff to assist the consultants, decisions on major developments were postponed until the outcome of the review was known, expenditures on important equipment were curtailed and staff morale diminished due to the uncertainties caused by the review. In spite of these difficulties, NAATI experienced a very productive year as is witnessed by the list of major decisions and activities on pages 1-4 of this report.

A decision on the review is expected within the next few months.

## **B.7 Model Registration Bill**

As reported in the Twelfth Annual Report, the Model Bill drafted by NAATI was submitted to DILGEA in October 1990 with the expectation that DILGEA would prepare the legislation for the Bill forthwith. However, since it proved impossible to have the Bill prioritised for introduction to Parliament, a low priority was allocated to the preparation of the legislation. By the end of the period under review (30 June 1992), no further action had taken place.

In the meantime, discussion has taken place among the officials of government concerning alternative strategies that might be put in place until the registration issue is finalised.

## **B.8 NAATI Preparatory Workshops in Capital and Non-Capital Cities**

In recent years NAATI has received an increasing number of requests for preparatory courses and workshops to assist candidates to prepare for NAATI tests. Over the period, NAATI organised at least one translation workshop and one interpreting workshop in each State capital city immediately prior to the national tests. Most workshops were conducted over a half-day period and covered issues related specifically to NAATI testing (formats, standards, etc.). They did not instruct in the skills of interpreting and translation nor were they language specific.

During the period under review, NAATI also conducted workshops and tests in centres beyond the capital cities. In conjunction with a training program conducted by the Migrant Resource Centre in Townsville, NAATI coordinated a two-day workshop/testing program in March 1992 for interpreters seeking NAATI accreditation. The NAATI Regional Officer from Victoria together with Mr Manuel Pastor, a Level 4 interpreter conducted the NAATI program. The workshop was self-funded through the fees charged.

Workshops and/or tests conducted outside capital cities included:

Townsville	March 1992
Shepparton	August 1991
Albury-Wodonga	May 1992
Newcastle	March 1992
Cocos Islands	March 1992
Christmas Island	April 1992

With reference to Cocos and Christmas Islands, the training program was conducted by a member of the Central Metropolitan College of TAFE (Perth) in conjunction with a special government program. Prior to her departure, the CMC lecturer was trained by the NAATI Regional Officer in Perth to conduct NAATI interpreting tests subsequent to the delivery of her training program.

## **B.9 NAATI Contributions to National/State Inquiries or Developments**

### **B.9.1. The Proposed Legal Interpreting Service for the A.C.T.**

During the period under review, initiatives were taken in the ACT to commence the establishment of a legal interpreting service in conjunction with a short training course to be conducted by the Law School and the Australian National University. NAATI was invited to participate in the working party. Work is still in progress.

### **B.9.2. Commonwealth Review of the Linguistic Availability & Performance Allowance (LAPA)**

Throughout the period under review, the Commonwealth Government, under the auspices of the Office of Multicultural Affairs, reviewed the LAPA allowance in terms of the access and equity policy. NAATI participated in the working party and contributed to the



development of the recommendations of the report. The final report, released in March 1992 included the recommendation that the Department of Industrial Relations review LAPA allowances in accordance with the Government's industrial relations policies and wage fixation principles. The review will include examination of whether the allowances constitute appropriate compensation for the skills required and the tasks undertaken. This recommendation is directly related to the input by NAATI.

A further implication of participation on this review was the decision by the Board of Directors to continue providing NAATI Level 1 tests for government bodies upon specific request. This was necessary, since LAPA is tied to NAATI accreditation. It should be noted that Level 1 testing within the annual testing programs has been suspended since 1988.

### **B.9.3 National Training Strategy for I/T**

In February 1992 the National Language and Literacy Institute of Australia convened the first meeting of the Working Party on the National Training Strategy for Interpreting and Translating. The Working Party consisted of educators, practitioners, employers, representatives of the I/T professional association (AUSIT) and NAATI. The Working Party was convened as an outcome of the recommendations of the White Paper on Australian Language Policy (1991).

The function of the Working Party is to devise a strategy that would include pre-service, in-service and post-service training for interpreters and translators. The work commenced in the period under review and will continue into the next financial year.

### **B.10 Consultations**

During the year under review the Chairman, the NAATI Board of Directors and/or the Executive Director held consultations with selected individuals and groups in various locations when opportunities arose, such as, in conjunction with the times when the Board met. Accordingly, contact was made with a wide variety of individuals and groups who have an interest in interpreting and translation. Consultations were made with the following:

- The Hon G. L. Hand, Minister for Immigration, Local Government and Ethnic Affairs in Canberra, November 1991
- Ms Paula Cristoffanini, Director, Office of Multicultural Interests in Perth, August 1991 and April 1992
- Mr Sauro Antonelli, The Chairman, Victorian Ethnic Affairs Commission in Melbourne, February 1992
- Representatives of major Language Service Units, educators of I/T, practitioners, AUSIT and RAC in Perth, Sydney Melbourne and Canberra;
- The Executive of AUSIT in Adelaide, August 1991, in Melbourne, October 1991 and in Perth in April 1992.

In addition, the Executive Director attended the following conferences/seminars and presented papers as indicated:

Conference of the Interpreter/Translator Educators' Association of Australia (CITEAA) (Paper: "Report on NAATI Activities 1991-92").

Seminar on I/T by NLLIA: (Paper by Executive Director: "Ramifications of the Ozolins Report for NAATI")



## **Part C: Financial Report**

### **C.1 Overview**

Operations in the year ended 30 June 1992 resulted in an audited profit of \$114,592, down on the 1991 profit of \$136,927 by \$22,335. Although the Authority had increased revenues from Government (\$62,400), Testing (\$88,358) and Other sources (\$6,373), this was not sufficient to meet the increase in operating costs of \$179,466. The main areas of expenditure to increase were salaries, depreciation, equipment repairs and maintenance, office rental, staff development and training. By adding the accumulated profit of the preceding year (\$306,041) to the current operating profit of \$114,592, the Authority has accumulated a profit of \$420,633 at 30 June 1992. Although the Authority has now substantially met its goal of achieving sufficient accumulated profits to meet contingencies and to provide for research and development, it deferred investment into its future in this financial year, waiting for the outcome of the review to be made known.

### **C.2 NAATI Income and Expenditure: 1991/92**

Table 17 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, providing total coverage for the financial years ending 30 June 1990, 1991 and 1992. The table is based on cash flow operations during the year and indicates a cash surplus of \$114,592 on 30 June 1992. 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, four Governments paid their full subsidy in one payment during the first two months of the financial year. This permitted early investment of funds allowing a moderate return during the year. The Commonwealth Government paid in two instalments, in September and March while three other governments paid their full subsidies by January. The Victorian Government paid the remaining 30% of its previous year's subsidy in September and approximately 50% of its 1991/92 contribution in January 1992, leaving an outstanding amount of \$45,940 at the end of the financial year.

**Table 17: NAATI Income and Expenditure 1989/90 to 1991/92 (a)**

	1989/90		1990/91		1991/92	
<b>A. INCOME</b>						
1. <u>Government</u>						
Commonwealth	318,500		322,575		362,275	
ACT	5,350		5,500		5,900	
New South Wales	112,850		114,250		122,150	
Northern Territory	2,850		2,900		3,100	
Queensland	51,800		52,650		56,300	
South Australia	28,200		28,550		30,500	
Tasmania	9,200		9,175		9,800	
Victoria	84,963		86,025		92,000	
Western Australia	28,700		29,050		31,050	
<b>Total</b>	<b>642,413</b>	<b>(57.9%)</b>	<b>650,675</b>	<b>(51.4)%</b>	<b>713,075</b>	<b>(50.4%)</b>
2. <u>Non-Government</u>						
Testing-Related	301,556		414,556		502,914	
Other	163,882		190,421		197,619	
MOC*	--		9,585		-	
<b>Total</b>	<b>465,438</b>	<b>(42.0%)</b>	<b>614,562</b>	<b>(48.6%)</b>	<b>700,533</b>	<b>(49.6%)</b>
<b>B. EXPENDITURE</b>						
Testing-Related (b)	218,913	(22.8%)	173,685	15.4%)	255,796	(19.7%)
Other	740,637	(77.2%)	945,866	(83.8%)	1043,220	(80.3%)
MOC	--		8,759	(0.7%)	-	
<b>Total Expenditure</b>	<b>959,550</b>	<b>(100%)</b>	<b>1,128,310</b>	<b>(100%)</b>	<b>1,299,016</b>	<b>(100%)</b>
<b>C. SURPLUS/(DEFICIT)</b>	<b>148,301</b>		<b>136,927</b>		<b>114,592</b>	

(a) These figures are related to actual cash-flow and, therefore, do not coincide exactly with those appearing in the annual audited financial statements, published elsewhere in the annual report. They relate to the period 1989/90, 1990/91 and 1991/92.

(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.

\* MOC - Melbourne Olympic Committee

### **C.3 Financial Statements: 1991/92**

The following pages provide the audited reports for the financial year ending 30 June 1992. The balance sheet indicates an accumulated profit for the company of \$420,633.93 as compared to an accumulated profit of \$306,041.56 in the preceding year. The detailed profit and loss statement for the year ending 30 June 1992 shows a net operating profit for the year of \$114,592. This represents a decrease in operating profit from the previous year of \$22,335. Contributing to this decrease in profit was that operating expenditure increased by \$98,014 and testing expenditure by \$82,112 which were not totally offset by the increases in government, testing and other revenue. The major increase in operating expenditure was related to growth in salaries and the compulsory Training Guarantee Levy.

An analysis of the financial statements for 1991/92 indicate a number of trends:

- a) the maintenance of Government revenue at 1991/92 levels in real terms (increased only by the Consumer Price Index);
- b) an increase in the significance of non-Government income from 42.0% in 1989/90 to 49.6% in 1991/92;
- c) an increase (15%) in expenditure in the year under review mostly attributable to testing, salaries, rent, depreciation and publicity; and
- d) a significant increase in testing expenditures (47%) reflecting the larger testing program; this was partly offset by the 21% increase in testing revenue;
- e) the maintenance of a small annual surplus.

In accordance with the change of policy in late 1987, the financial resources in 1991/92 were managed by using a cash-flow accounting system. This permits a better system for controlling the revenue and expenditures on a monthly basis and permits forecasting techniques to be used with greater accuracy. This accounting system is a major factor in controlling the balance between income and expenditure. Members of the Board are supplied with monthly financial statements which incorporate the cash-flow 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.C.N. 008 596 996

(A COMPANY LIMITED BY GUARANTEE)

AUDIT REPORT

We have audited the accounts of the NATIONAL ACCREDITATION AUTHORITY FOR TRANSLATORS AND INTERPRETERS LTD. as set out on the following pages. The Company's Directors are responsible for the preparation and presentation of the financial report and the information contained therein. We have conducted an independent audit of these accounts in order to express an opinion on them to the members of the Company.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates.

These procedures have been undertaken to form an opinion as to whether, in all material respects, the accounts are presented fairly in accordance with Australian accounting concepts and standards and statutory requirements, so as to present a view of the Company which is consistent with our understanding of its financial position and the results of its operations.

In our opinion, the accounts are properly drawn up in accordance with the provisions of the Corporations Law so as to give a true and fair view of:

- (i) the state of affairs of the NATIONAL ACCREDITATION AUTHORITY FOR TRANSLATORS AND INTERPRETERS LTD. as at 30th June, 1992, and of the profit of the Authority for the year ended on that date; and
- (ii) the other matters required by Division 4 of Part 3.6 of that Law to be dealt with in the accounts;

and are in accordance with Statements of Accounting Concepts, applicable Australian Accounting Standards and applicable Approved Accounting Standards.

HARDWICKE'S  
Chartered Accountants



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

Canberra.

Date: 14 November 1992



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

STATEMENT BY DIRECTORS

1. In the opinion of the Directors of National Accreditation Authority For Translators and Interpreters Limited:
- a) The accompanying Profit and Loss Account is drawn up so as to give a true and fair view of the profit of the Authority for the financial year ended 30th June, 1992;
  - b) The accompanying Balance Sheet is drawn up so as to give a true and fair view of the state of affairs of the Authority as at the end of the financial year; and
  - c) At the date of this statement, there are reasonable grounds to believe that the Authority 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 Statements of Accounting Concepts and applicable approved Accounting Standards.

Signed in accordance with a  
resolution of Directors.

Date: 6.11.92

  
.....  
Director

  
.....  
Director

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

BALANCE SHEET AS AT 30TH JUNE, 1992

<u>1991</u>		<u>NOTE</u>	<u>1992</u>
\$			\$
	<u>CURRENT ASSETS</u>		
357,936.48	Cash	4	424,193.78
30,740.99	Other	5	55,481.00
-----			-----
388,677.47	TOTAL CURRENT ASSETS		479,674.78
-----			-----
	<u>NON-CURRENT ASSETS</u>		
101,511.61	Property, Plant and Equipment	6	94,709.17
-----			-----
101,511.61	TOTAL NON-CURRENT ASSETS		94,709.17
-----			-----
490,189.08	TOTAL ASSETS		574,383.95
-----			=====
	<u>CURRENT LIABILITIES</u>		
61,591.22	Creditors and Borrowings	7	26,796.89
42,980.29	Provisions	8	39,577.25
60,076.07	Other	9	65,132.60
-----			-----
164,647.58	TOTAL CURRENT LIABILITIES		131,506.74
-----			-----
	<u>NON-CURRENT LIABILITIES</u>		
19,499.94	Provisions	10	22,243.28
-----			-----
19,499.94	TOTAL NON-CURRENT LIABILITIES		22,243.28
-----			-----
184,147.52	TOTAL LIABILITIES		153,750.02
-----			-----
\$306,041.56	NET ASSETS (LIABILITIES)		\$420,633.93
=====			=====
	<u>ACCUMULATED FUNDS</u>		
\$306,041.56	Retained Profits		\$420,633.93
=====			=====

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, 1992

NOTE 1 - STATEMENT OF ACCOUNTING POLICIES

The accounts have been prepared in accordance with the accounting standards issued by the Australian accounting bodies, Approved Accounting Standards and with the disclosure requirements of Schedule 5 of the Corporations Law. The accounts have been prepared on the basis of historical costs and do not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the significant accounting policies adopted by the authority in the preparation of the accounts.

Principal Activities

The principal activities of the Authority are to provide and maintain standards for translators and interpreters and to promote, encourage and develop competence and skill in translating and interpreting from one language to another.

Property, Plant & Equipment

Property, plant and equipment are included at cost or at independent valuation. All fixed assets including buildings but excluding freehold land, are depreciated over their estimated useful lives commencing from the time the asset is held ready for use.

Employee Benefits

Provision is made in respect of the authority's liability for annual leave and long service leave at balance date. Long service leave is accrued in respect of all employees with more than 7 years' service with either the Authority or any other Commonwealth Public Service Department and who are expected to qualify for their entitlements.

<u>1991</u>	<u>NOTE 2 - OPERATING REVENUE</u>	<u>1992</u>
	INCLUDED IN THE OPERATING PROFIT (LOSS) ARE	
	THE FOLLOWING ITEMS OF OPERATING REVENUE:	
1,065,231.28	SALES REVENUE	1,215,989.50
191,246.95	OTHER REVENUE	197,619.61
-----		-----
1,256,478.23		1,413,609.11
=====		=====

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

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

<u>1991</u>		<u>1992</u>
<u>NOTE 3 - OPERATING PROFIT (LOSS)</u>		
THE OPERATING PROFIT (LOSS) BEFORE INCOME TAX HAS BEEN DETERMINED AFTER CHARGING THE FOLLOWING ITEMS:		
22,806.00	Depreciation of property, plant & equipment	32,145.00
	Provisions:	
9,496.57	Holiday Pay	(3,403.04)
7,079.58	Long service leave	2,743.34
-----		-----
\$39,382.15		\$31,485.30
=====		=====
<u>NOTE 4 - CASH</u>		
151,050.40	Deposits at Call - MLC	89,223.76
110,007.13	Deposits with Savings Banks	236,244.52
1,608.23	Petty Cash	1,309.38
88,110.61	Cash at Bank - ACT	89,764.12
2,071.34	Cash at Bank - NSW	182.07
344.72	Cash at Bank - VIC	1,266.08
952.06	Cash at Bank - QLD	1,990.99
874.94	Cash at Bank - SA	240.39
2,181.55	Cash at Bank WA	3,158.14
501.45	Cash at Bank - NT	669.78
234.05	Cash at Bank - TAS	144.55
-----		-----
357,936.48		424,193.78
=====		=====
<u>NOTE 5 - OTHER ASSETS</u>		
<u>CURRENT</u>		
1,321.69	Accrued Income	6,515.00
25,000.00	Victorian Government Grant in Arrears	45,940.00
737.00	NSW Bond Money	737.00
3,682.30	Prepayments	2,289.00
-----		-----
30,740.99		55,481.00
=====		=====



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

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

<u>1991</u>		<u>1992</u>
	<u>NOTE 6 - PROPERTY, PLANT &amp; EQUIPMENT</u>	
\$158,362.05	Office Equipment - At Cost	166,340.61
75,320.00	Less: Accumulated Depreciation	103,212.00
-----		-----
83,042.05		63,128.61
-----		-----
30,148.56	Furniture & Fittings - At Cost	47,512.56
11,679.00	Less: Accumulated Depreciation	15,932.00
-----		-----
\$18,469.56		\$31,580.56
=====		=====
	<u>NOTE 7 - CREDITORS &amp; BORROWINGS</u>	
	CURRENT	
\$61,591.22	Trade Creditors	\$26,796.89
=====		=====
	<u>NOTE 8 - PROVISIONS</u>	
	CURRENT	
\$42,980.29	Provision for Holiday Pay	\$39,577.25
=====		=====
	<u>NOTE 9 - OTHER LIABILITIES</u>	
	CURRENT	
37,201.07	Accrued Charges	36,414.20
5,450.00	Exam Fees in Advance	9,865.00
-	Entry Fee in Advance	18,853.40
17,425.00	Government Grant in Advance	-
-----		-----
\$60,076.07		\$65,132.60
=====		=====
	<u>NOTE 10 - PROVISIONS</u>	
	NON-CURRENT	
\$19,499.94	Provision for Long Service Leave	\$22,243.28
=====		=====
	<u>NOTE 11 - AUDITORS' REMUNERATION</u>	
	Auditors of the Authority	
8,915.00	- Auditing Services	8,400.00
6,000.00	- Other Services	6,600.00
-----		-----
\$14,915.00		\$15,000.00
=====		=====

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

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

19911992

	<u>NOTE 12 - DIRECTORS' REMUNERATION</u>	
\$51,200.00	Amounts received, or due and receivable	\$49,508.00
=====	by Directors of the Authority	=====

The number of Directors of the Authority  
 whose remuneration fell within the following  
 bands was

4	Up to - \$10,000	4
1	\$20,001 - \$30,000	1

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

PROFIT & LOSS STATEMENT FOR THE YEAR ENDED 30TH JUNE, 1992

<u>1991</u>		<u>1992</u>
\$		\$
<u>GOVERNMENT REVENUE</u>		
322,575.00	Commonwealth Government	362,275.00
5,500.00	ACT Government Revenue	5,900.00
114,250.00	NSW Government Revenue	122,150.00
86,025.00	VIC Government Revenue	92,000.00
52,650.00	QLD Government Revenue	56,300.00
28,550.00	SA Government Revenue	30,500.00
29,050.00	WA Government Revenue	31,050.00
2,900.00	NT Government Revenue	3,100.00
9,175.00	TAS Government Revenue	9,800.00
-----		-----
650,675.00	Total Government Revenue	713,075.00
=====		=====
<u>TEST-RELATED REVENUE</u>		
-	Level 1	600.00
73,365.08	Level 2 - Translation	76,825.00
104,992.00	Interpreting	113,966.00
620.00	Review	1,058.50
64,055.00	Level 3 - Translation	92,280.00
60,385.70	Interpreting	76,825.00
2,400.00	Review	1,345.00
-	Level 4 - Translation	11,720.00
98.50	Interpreting	-
-	Review	200.00
56,830.00	"On Demand" Tests	67,112.00
47,225.00	Sale of Sample Tests	55,325.50
1,385.00	Viewing of Tests	1,860.00
3,200.00	Cancellation Fees	3,797.50
-----		-----
414,556.28	Total Testing Revenue	502,914.50
<u>LESS TESTING EXPENDITURE</u>		
(350.00)	Marking - Level 1	-
1,497.22	Setting - Translation Level 2	1,605.00
3,238.17	Setting - Interpreting Level 2	4,451.49
18,115.20	Marking - Translation Level 2	21,275.01
17,344.39	Marking - Interpretation Level 2	23,006.55
1,838.38	Level 2 - Review of Tests	813.00
2,837.00	Setting - Translation Level 3	3,589.96
5,564.16	Setting - Interpreting Level 3	14,803.97
49,379.80	Marking - Translation Level 3	71,319.65

NATIONAL ACCREDITATION AUTHORITY FOR  
TRANSLATORS AND INTERPRETERS LTD.  
[A Company Limited By Guarantee]

PROFIT & LOSS STATEMENT FOR THE YEAR ENDED 30TH JUNE, 1992

<u>1991</u>		<u>1992</u>
\$		\$
13,475.75	Marking - Interpreting Level 3	20,196.18
(39.90)	Level 3 - Review of Tests	2,810.00
-	Setting - Translation Level 4	3,549.98
2,812.50	Setting - Interpreting Level 4	(1,725.00)
300.00	Marking - Translation Level 4	6,640.00
(75.00)	Marking - Interpreting Level 4	-
-	Level 4 - Review of Tests	187.50
-	Technician Level 1/Admission Level 2	50.00
4,419.58	Printing of Tests	4,730.17
1,862.90	Typing/Recording of Tapes	5,703.17
3,620.66	Tape Purchase	1,160.00
314.37	Tape Duplication/Erasure	281.40
2,152.60	Hire of Test Venues	5,043.00
376.45	Inscription of Certificates	1,348.00
1,683.66	Supervision/Invigilation - Translation	5,353.83
2,084.02	Supervision/Moderation - Interpreting	4,269.59
3,777.81	Live Examiners	2,660.69
1,897.25	Readers for Interpreting Tests	2,323.54
347.00	Technician Interpreting Tests	-
9,993.45	Marking - "On Demand" Tests	14,064.47
13,683.37	Sample Tests	18,450.15
7,450.00	Language Panel Honorarium	8,300.00
4,083.98	Miscellaneous Testing Expenditure	9,534.98
<u>173,684.77</u>	Total Testing Expenditure	<u>255,796.28</u>
<u>240,871.51</u>	Net Profit on Testing	<u>247,118.22</u>
<u>=====</u>		<u>=====</u>
<u>OTHER REVENUE</u>		
47,318.00	Application Fees	56,743.30
9,735.00	Late Application Fee	10,330.00
-	Cancellation Fee	90.00
480.00	Re-instatement Fee	1,965.00
260.00	Overseas Qualifications	936.33
2,595.00	Recognition	1,645.00
9,370.00	Sale of Initial Certificates - Level 2	12,805.00
8,805.00	Sale of Initial Certificates - Level 3	9,119.00
90.00	Sale of Initial Certificates - Level 4	135.00
13,140.00	Accreditation by Local Course	12,972.00
1,689.00	Course Accreditation	3,525.00
22.00	Sale of Courses Booklet	210.00
8,277.00	Sale of Directory	8,565.00
279.00	Sale of Annual Report	282.00
5,072.50	Sale of NAATI News	12,766.80
390.00	Sale of Candidates Manual	182.00

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

PROFIT & LOSS STATEMENT FOR THE YEAR ENDED 30TH JUNE, 1992

<u>1991</u>		<u>1992</u>
\$		\$
2,998.91	Sale of Barry Turner's Publication	2,760.00
-	Sale of Law Conference Proceedings	(95.00)
7,729.00	Sales - Working with Interpreters	4,905.95
-	Sale of ID Cards	3,805.00
1,669.00	Sales - Ethics of the Profession	1,800.73
4,725.00	Sale of Video	1,890.00
48,918.53	Interest	33,672.98
238.00	Insurance Recovery	-
2,086.12	Workshops - SAPTI	525.00
-	Workshops - ACT	446.26
3,432.01	Workshops - NSW	4,075.00
1,209.00	Workshop - QLD	3,078.41
255.00	Workshop - SA	870.00
-	Workshops - TAS	39.00
5,641.55	Workshops - VIC	6,752.00
-	Workshops - WA	1,010.00
240.00	Training Programs	740.00
8.00	SAPTI Publications	-
-	Course Accreditations - Annual	245.00
-	Special Overseas Assessment Fee	6,014.48
3,748.79	Other Revenue	283.61
825.54	Melbourne Olympics (Net)	-
-	Interpreters Awareness Day (Net)	(61.34)
-	Research and Development (Net)	(7,408.90)
-----		-----
\$191,246.95	Total Other Revenue	\$197,619.61
=====		=====



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

PROFIT & LOSS STATEMENT FOR THE YEAR ENDED 30TH JUNE, 1992

<u>1991</u>		<u>1992</u>
\$		\$
	<u>TOTAL OPERATING EXPENDITURE</u>	
6,000.00	Accountancy Fees	6,380.00
1,813.60	Advertising	2,589.44
7,500.00	AUSIT Costs	8,000.00
8,915.00	Auditor's Remuneration	8,600.00
4,432.82	Bank Charges	2,729.72
177.20	Books Purchase	242.75
8,868.43	Board and Lodging	9,793.84
22,880.00	Computer Consultant	19,360.00
-	Cost of ID Cards	825.54
22,806.00	Depreciation	32,145.00
51,200.00	Directors' Remuneration	49,507.90
4,476.24	Electricity	5,036.56
1,748.00	Equipment Hire	5,111.87
-	Equipment - Purchase	3,340.42
3,363.38	Equipment - Repairs and Maintenance	10,931.40
299.49	Facsimilie	-
54.94	Furniture & fittings - Purchase	1,044.00
573.46	Hire of Meeting Venues/Other	320.01
9,496.57	Holiday Pay	(3,403.04)
1,437.58	Insurance - Contents	3,651.20
1,267.41	Insurance - Public Liability	1,013.31
7,684.17	Insurance - Workers' Compensation	7,784.32
1,881.50	Legal Costs	2,048.50
520.00	Leo Cusson Royalties	205.00
7,079.58	Long Service Leave Provision	2,743.34
4,301.41	Miscellaneous Expenses	275.45
56,120.99	Office - Rental	69,637.08
3,423.05	Office - Upkeep (including cleaning)	6,033.36
4,592.49	Office Expenses	2,408.61
-	Office Renovations	497.00
17,149.54	Payroll Tax	19,510.78
32,535.27	Postage/Courier	35,853.45
5,875.00	Printing - Directory	7,907.55
385.20	Printing - Annual Report	425.00
2,986.95	Printing - Newsletter	2,964.93
2,755.09	Printing - Working With Interpreters	-
38,816.15	Printing, Photocopying and Stationery	42,155.74
-	Publicity and Functions	10,109.87
-	R.A.C. Activities	18.19
-	Repairs, Maintenance and Replacement	465.67
483,501.03	Salaries - Permanent/Contract	530,841.38
4,230.21	Salaries - Casual	8,196.87
11,701.50	Salaries - Overtime	9,967.33
169.08	Salaries - Higher Duties	209.16
4,565.47	Salaries - Rec. Leave Loading	6,484.18

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

PROFIT & LOSS STATEMENT FOR THE YEAR ENDED 30TH JUNE, 1992

<u>1991</u>		<u>1992</u>
\$		\$
-	Salaries - Long Service Leave	4,322.95
411.80	SAPTI Book Project	-
2,053.61	Staff Development/Training	6,945.51
30,536.11	Superannuation Contributions	29,168.43
18,159.52	Telephone/Facsimile	22,330.65
37,232.09	Travelling Expenses	38,144.25
-	Travelling - Overseas	1,446.00
1,739.00	Video Production Costs	-
4,870.14	Workshop Expenses	6,339.99
3,280.02	Workshop - SAPTI	560.00
-----		-----
945,866.09	Total Operating Expenditure	1,043,220.46
=====		=====

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

SUMMARY OF PROFIT AND LOSS STATEMENT  
FOR THE YEAR ENDED 30TH JUNE, 1992

<u>1991</u>			<u>1992</u>
	<u>REVENUE</u>		
650,675.00	Government Revenue	713,075.00	
414,556.28	Test-Related Revenue	502,914.50	
191,246.95	Other Revenue	197,619.61	
-----		-----	
1,256,478.23	TOTAL REVENUE		1,413,609.11
	<u>LESS EXPENSES</u>		
173,684.77	Testing Expenditure	255,796.28	
945,866.09	Operating Expenditure	1,043,220.46	
-----		-----	
1,119,550.86	TOTAL EXPENDITURE		1,299,016.74
-----			-----
136,927.37	NET SURPLUS (DEFICIT)		114,592.37
=====			=====

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

PROFIT & LOSS STATEMENT FOR THE YEAR ENDED 30TH JUNE, 1992

<u>1991</u>		<u>1992</u>
\$	Note	\$
1,265,478.23		
=====		
136,927.37		
169,114.19		
-----		
\$306,041.56		
=====		
	2	
OPERATING REVENUE		1,413,609.11
		=====
Operating Profit (Loss)		114,592.37
Retained Profit (Losses) at the		
Beginning of the Financial Year		306,041.56
		-----
RETAINED PROFITS (LOSSES) AT THE		
END OF THE FINANCIAL YEAR		\$420,633.93
		=====

3.

ATTACHMENT 1 : DIRECTORS' PARTICULARS

NAME	QUALIFICATIONS	SPECIAL RESPONSIBILITIES	SHARES IN THE COMPANY	CONTRACTS/ PROPOSED CONTRACTS WITH COMPANY
Peter Martin (Retired 30th June, 1992)	Agricultural & Educational Consultant	Chairman	Nil	Nil
Peter Davidson	Senior Lecturer in Japanese	Director	Nil	Nil
John A. Kiosoglous	Senior Member, Administrative Appeals Tribunal	Director	Nil	Nil
Sybille Kovacs	Educator & Counsellor	Director	Nil	Nil
Luciana Nicholls	Interpreter/ Translator	Director	Nil	Nil



SUMMARY OF STATES OPERATING EXPENDITURE FOR THE YEAR ENDED 30TH JUNE, 1992

	ACT	ACT	NSW	NSW	VIC	VIC	TAS	TAS	SA	SA	WA	WA	NT	NT	QLD	QLD	NZ	NZ	AUS	AUS
	91	92	91	92	91	92	91	92	91	92	91	92	91	92	91	92	91	92	91	92
Accountancy Fees	6,000	6380																	6000	6380
Advertising	392	1097	1013		409	493							810				389		1814	2589
AUSIT Costs	7,500	8000																	7500	8000
Auditors' Remuneration	8,915	8600																	8915	8600
Bank Charges	3,782	2,165	181	100	113	114	53	87	58	82	128	66	40	33	79	74	8	4,434	2,729	
Books Purchase	177	225						18										177	243	
Board & Lodging	8,868	9,739						37									18	8,868	9,794	
Computer Consultant	22,880	19,360																22,880	19,360	
Cost Of ID Cards		826																0	826	
Depreciation	15,078	28,810	3,742	1,587	3,574	1,080	41	35	122	284	106	100	14	12	129	237		22,806	32,145	
Directors' Remuneration	51,200	49,508																51,200	49,508	
Electricity	2,898	3,696	469	271	1,109	1,069												4,478	5,036	
Equipment Hire	1,748	1,780			3,076	255												1,748	5,111	
Equipment Purchase		2,899			441													0	3,340	
Equipment Repairs & Maint	2,510	10,209	415						45	22	88	170			306	530		3,364	10,931	
Facsimile	299																	299	0	
Furniture & Fittings - Purch.		1,044			30													30	1,044	
Hire of Meeting Venues	573	320																573	320	
Holiday Pay	6,307	-5,295	1,740	-1,581	1,449	3,473												9,496	-3,403	
Insurance Contents	1,438	3,651																1,438	3,651	
Insurance - Public Liability	1,267	1,013																1,267	1,013	
Insurance - Work Comp	7,625	5,553		565	60	726		100		393		152		200		95		7,685	7,784	
Legal Costs	1,882	2,049																1,882	2,049	
Leo Cusson Royalties	520	205																520	205	
LSL Provision	7,080	2,743																7,080	2,743	
Miscellaneous Expenses	4,301	278																4,301	278	
Office - Rental	30,842	37,951	11,791	14,545	9,314	10,814	186	201			3,988	4,507				1,820		56,121	69,638	
Office Unkeep	2,988	3,728		212	1,548	225	758		58	255								3,481	6,289	
Office Expenses	654	1,144	2,555	114	795	425	10	192				360	38	45		115	242	4,534	2,155	
Office Renovations		497																0	497	
Payroll Tax	5,833	9,819	3,646	2,313	3,586	4,207	52	242	2,010	1,214	532	1,441	87	38	1,403	721		17,149	19,511	
Postage / Courier	24,392	27,813	3,571	3,789	1,343	2,071	303	163	391	334	1,522	837	217	190	797	740	116	32,536	35,853	
Printing - Directory	5,875	7,908																5,875	7,908	
Printing - Annual Report	385	425																385	425	
Printing - Newsletter	2,987	2,965																2,987	2,965	
Printing - Work with Intpre	2,755																	2,755	0	
Print, Photo & Stationery	30,610	34,309	3,106	2,068	3,017	4,071	30	127	504	445	915	630			635	398	107	38,817	42,155	
Publicity & Functions		9,602							8			500						0	10,121	
R.A.C. Activities			7															0	7	
Rep. Maint & Repl.		465					25											25	465	
Salaries - Perm/Contract	300,522	317,790	69,851	89,212	47,520	48,418	3,574	4,327	18,218	21,760	17,704	19,980	5,567	5,184	20,545	24,171		483,501	530,842	
Salaries - Casual	3,503	7,887		727	310													4,230	8,197	
Salaries - Overtime	3,037	3,158	2,802	3,677	761	1,328			161	263	2,660	370			2,281	1,173		11,702	9,967	
Salaries - Higher Duties	49	14	120	195														169	209	
Sal. Rec Leave Load	3,075	5,244	903	592	565	648					23							4,566	6,484	
Salaries - LSL		4,323																0	4,323	
SAPTI Book Project											412							412	0	
Staff Dev / Training	1,347	5,118			902	547	368		105	81					55	477		2,054	6,948	
Super Contributions	21,194	22,717	2,152	1,809	4,237	3,066			547	216	1,741	1,158			665	203		30,536	29,169	
Telephone / Facsimile	9,322	12,018	3,100	3,858	1,878	2,460	413	504		542	1,324	1,865			2,122	1,283		18,159	22,330	
Travelling Expenses	36,972	38,011	244	131				9	2						7			37,232	38,144	
Travelling - Overseas		1,446																0	1,446	
Video Production Costs	1,739																	1,739	0	
Workshop Expenses	2,242	163	21	1,034	1,435	2,641		220		275	320	275			851	1,732		4,869	6,340	
Workshop - SAPTI	3,280	560																3,280	560	
Total Operating Exp	656,841	719,728	112,361	130,563	81,967	88,285	4,696	5,779	22,219	26,166	31,823	32,499	5,970	5,668	29,990	34,303	231	945,867	1,043,220	

## **PART D: CONCLUSION**

The year 1991/92 was a year of "maintenance" rather than development since NAATI was constrained by the external review. It was not prudent to proceed with major developments or expenditures before the outcome of the review was made known. In the year under review, NAATI added to the small profit achieved in the previous year, thereby permitting the Authority to accumulate sufficient funds to meet contingencies and to provide for research and development. Depending on the outcome of the review, NAATI will decide how best to use the accumulated profit.

Despite the constraints, several important achievements were made, namely:

- a) the representation of NAATI overseas at the Asia-Pacific conference on "Translation and Interpreting: Bridging East and West", held in Hong Kong;
- b) the appointment of a research team to evaluate the NAATI tests in relation to workplace requirements;
- c) the presentation of the first Interpreter Awareness Day event held in Perth as a result of the Western Australian NAATI Regional Advisory Committee's initiative and financial assistance by NAATI;
- d) the provision of NAATI ID cards which include all accreditations achieved by the card holder;
- e) the publication of the Jill Blewett Papers on Interpreting and Translation;
- f) the commencement of the monitoring of the final examinations in I/T in NAATI-approved courses;
- g) the provision of the first Language Panel workshop in Sydney and Melbourne;
- h) the provision of the first information workshop for major service providers in NSW and the ACT;
- i) the installation of a new computing system (purchased in the preceding financial year) to provide for the level of demand by the growing administrative systems;
- j) the increase in service provision in the regional offices to meet the demands of the increasing level of activity;
- k) the provision of Level 3 accreditation on the basis of overseas qualifications for the skill of translation only, and in normal circumstances into the mother tongue only;
- l) the provision of on-demand tests at Level 1 for government departments for the purposes of determining the LAPA allowance;
- m) the provision of the largest testing program since 1988/89; and
- n) the elimination of the accumulated backlog of candidates waiting to sit for tests and its stabilisation in accordance with the number of new requests made annually.

1991/92 was the first year of operation beyond the completion of the original Five Year Plan. Although Governments funded NAATI to the same level as in the previous year, the future has become somewhat uncertain as the outcome of the review has not yet been determined. Nevertheless, NAATI continued to streamline its administrative procedures, control its financial management and increase its attention to its candidature for testing by providing an increased number of seminars and workshops and "on-demand" tests. NAATI also has given more attention to information dissemination by convening workshops for service providers and by publishing its first high-profile glossy brochure. NAATI's intention to actively promote the profession as foreshadowed in the previous annual report has been implemented through the release of its brochure, the publication of the Jill Blewett Papers and the organisation of the first Interpreter Awareness Day.

NAATI also continued to achieve a more visible public image during 1991/92 through the high-profile public launchings of the new brochure, other public meetings, consultations, participation at conferences and seminars, membership of Government committees and task forces and wider circulation of NAATI NEWS. NAATI is experiencing a higher level of inquiry from Government and semi-Government departments, businesses, conference organisers, and newspapers.

As the Authority moves forward, it anticipates that it will maintain its important role of setting and monitoring the national standards of interpreting and translation. It will do so by continuing its current activities which will be supported by contributions from Commonwealth, State and Territory Governments. NAATI is enthusiastic to develop new activities related to promotion of the profession, education of the users of interpreters and translators and research into important I/T issues and needs. However, these latter activities will be dependent upon the outcome of the review of NAATI which should be determined in the forthcoming financial year.

Approved for printing and distribution at the meeting of the Directors on 13-14 May 1993.

J.A. Kiosoglous	Chairman
P. Davidson	Director
G. Dawson	Director
S. Kovacs	Director
L. Nicholls	Director
S. Bell	Executive Director

## APPENDICES

## APPENDIX I

### NAATI PERSONNEL AT 30.6.92

#### 1. Members of the Company

Des Storer

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

Uri Themal

(Director, Bureau of Ethnic Affairs, Queensland)

Stepan Kerkyasharian

(Chairman, Ethnic Affairs Commission, NSW)

Paula Cristoffanini

(Director, Office of Multicultural Interests, WA)

Sauro Antonelli

(Director, Office of Ethnic Affairs, Victoria)

Paolo Nocella, AM

(Chairman, SA Ethnic Affairs Commission)

John Buza (observer)

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

Jenny Medwell

(Director, Ethnic Affairs, Office of Youth, Sport, Recreation and Ethnic Affairs, Darwin)

#### 2. Board of Directors

Peter M Martin, B.Sc.Agr.(Hons), M.Sc.Agr., Ph.D., Dip.Ed.,

F.L.S., F.A.I.A.S

Chairman (Private Consultant in Agricultural Science)

Peter M Davidson, B.A. (Hons)

(Department of Japanese and Chinese Studies, University of Queensland)

John A. Kiosoglous, M.B.E., K.S.A., A.E.

(Senior Member, Commonwealth Administrative Appeals Tribunal)

Sybill Kovacs, B.A., (ANU) Grad. Dip. (University of Canberra)

(Educator in Interpreting/Translation, Private Consultant in Immigration Settlement Issues)

Luciana Nicholls

(Freelance Interpreter/Translator)



## NAATI COMMITTEES

### Qualifications and Assessment Advisory Committee

Meetings: 25 October 1991 (Melbourne)  
27 March 1992 (Canberra)

Membership: Mr Peter Davidson,\*  
Director  
Japanese Language Proficiency Unit  
Department of Japanese and Chinese Studies  
University of Queensland  
Brisbane

Mr Rhys Williams  
Level 2 Course Co-ordinator  
School of Communication and Social Science  
RMIT Technical College  
Melbourne

Mrs Susana Hovell  
Freelance Conference Interpreter  
Member of AIIC

Mrs Angela Mauro  
Co-ordinator  
I/T Department  
University of Adelaide

\* Chairperson

## STAFF

### Central Office (Canberra)

Executive Director:	Sherrill Bell, B.A. (Hons) (U.W.O.), M.A. (UNE) Dip. Co. Dir. (UNE)
Registrar:	Ian Sullivan, T.C. (Strathfield), B.A. (ANU) M. Ed. (Uni of Canberra)
Assistant Registrar:	Anne V Looker, Dip. D'Etudes Francaises (Lille/Paris), NAATI 3E (Spanish), 3E (French), 2T (French)
Publications Officer:	Neil Sinclair, B.A. (ANU), B.A. (Uni of Canberra)
Administrative Officer: (Finance & Personnel):	Eugenia Krikonis
Administrative Officer: (Accounts)	Mirela Sharrock, (Dip.Lic) (Bucharest), NAATI 3I, 3E (Romanian), 2I, 2T (Italian)
Computer Systems Officer:	Senja Immonen (from 7.01.91 to 30.08.91) Pilar Varela (from 30.08.91)
Receptionist/Clerical Assistant:	Pilar Varela (from 1.07.91 to 29.08.91) Kim Sams (from 9.09.91)
Casual Assistants:	Pam Floro Santa Jugovac

### ACT Regional Office:

Regional Officer: John McCauley

### NSW Regional Office:

Regional Officer: Miriam Zolin, B.A. (UNE) R.S.A. Prep Cert in TESOL (ACL) (to 12.07.91)  
Steven Barker (from 15.07.91)

Testing Officer:

Steven Barker, B.A. (UNE) (to 14.07.91)  
Pantelis Iliadis B.A. (Thess.), Dip Fr (ALL.), NAATI 3I, 3O (Greek) (from 10.07.91)

### NT Regional Office:

Regional Officer: Juan Federer, B.Sc, MSc, MEd, Dip. Theol.

### QLD Regional Office:

Regional Officer: Birgit King-Martin

### SA Regional Office:

Regional Officer: Cheryl Appelkamp, Dip. K.T.C. (Adel.), Grad. Dip. Arts (Int.), NAATI 3E, 3I (Italian), 2T (Italian)

### TAS Regional Office:

Regional Officer: Susan Gelber B.A. (New England) Teaching Dip. A.T.T.I. (Melb)

### VIC Regional Office:

Regional Officer: Cynthia Toffoli, B.A. in I/T (Vic College), NAATI 3I, 3T (Italian)

### WA Regional Office:

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

## APPENDIX II

### REGIONAL ADVISORY MEMBERS (RAC) AT 30 JUNE 1992

#### ACT

Bouladon, Ms Sabine  
Brewster, Dr Jennifer  
Foreman, Ms Lisa  
Ireland, Mr Rosh  
Kovacs, Ms Sybille  
McCauley, Mr John  
Meszaros, Ms Esther \*  
Milman, Ms Amalia  
Nasca, Dr Salvatore  
O'Neil, Mr Mark  
O'Riva de Phelan, Dr Joseph  
Ong, Dr Lucy  
Pintos-Lopez, Mr Rafael  
Romano, Mr Dominico

#### NSW

Barker, Mr Steven  
Campisi, Mr Sam  
Ebied, Prof Rifaat  
Ferris, Mr John  
Gibbons, Dr John \*  
Kandil, Mr E  
McGilvray, Ms Barbara  
Ozcan, Mrs Hatice  
Pearce, Ms Christine  
Thei, Mr Bonna  
Valverde, Dr Estela  
Witton, Dr Ron  
Zavos, Ms Judy

#### NT

Dickenson, Mrs C  
Federer, Mr Juan  
Findhamer, Mr Ted  
Haslett, Mr D  
MacGregor, Mr Alasdair  
Melbye, Mrs Iro  
Mulder, Mrs Beryl  
Nicholls, Ms Luciana  
Quinn, Dr George  
Quinn, Ms Aurora  
Wait, Ms Anne \*

#### QLD

Bowyer, Ms Lynette  
Brandle, Dr Max  
Garner, Mr David  
Kahlert, Mr John  
Karas, Mr Steve \*  
King-Martin, Ms Birgit  
Mitchell, Ms Fiona  
Davidson, Mr Peter  
Rygielski, Mr J  
Spring, Mrs M  
Tse, Mrs M  
Turkay, Mr Arman  
Tri, Mr Tony

#### SA

Appelkamp, Ms Cheryl  
Armiento, Mr M  
Costa, Mr D  
Cream, Ms C  
Hill, Ms G  
Hogan, Mr Jim  
Kiosoglous, Mr John \*  
Marovich, Mr Nevan  
Master, Mrs L  
Meyer, Mrs Emiko  
Radford, Mrs Anna  
Rowan, Mrs M  
Rubichi, Mr Romano  
Timpano, Mr Luigi  
Vuckovich, Mrs D

#### TAS

Abel, Mr Robert  
Apandy, Mr Bin  
Duenow, Ms Claudia  
Dyer, Ms Penny  
Flutsch, Dr Maria  
Gelber, Ms Susan \*  
Henderson, Ms Judith  
Pathik, Mr Mahendra  
Pritchard, Ms Galina  
Sallis, Dr Judy  
Scott, Mr Jonathon  
Skinner, Ms Judy

## VIC

Almatrah, Mr A  
Augoustakis, Mr Savas \*  
David, Mrs Lorraine  
Dogan, Ms Sultan  
Filipovich, Mr Bob  
Gentile, Mr Adolfo  
Hammond, Ms Sue  
Heliotis, Mrs Carmen  
Lovinescu, Mrs D  
Pappas, Mr Ari  
Robson, Mr Lauri  
Softic, Ms Senada  
Toffoli, Ms Cynthia  
Turner, Mr Barry  
Wong, Mr Richard

## WA

Bessell-Browne, Ms Susana  
Blackmore, Dr Harry \*  
De Pieri Tentori, Mrs Eleonora  
Dixon, Mrs Dagma  
del Borello, Ms Melissa  
Frick, Mr Wally  
Glass, Ms Heather  
Hopkins, Mrs Sandy  
Martinez, Ms Clara  
Sang, Dr David  
Sharkey, Ms Mary  
Tokarczyk, Mrs Marie-Nelly  
Whitaker, Mr Ian

\* Indicates Chairperson

NAATI REGIONAL ADVISORY COMMITTEES

**A. Role of the Regional Advisory Committees**

Consistent with the change from the title State Advisory Panel for Translating and Interpreting, to the NAATI Regional Advisory Committee, it is intended that the new body 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 a promotional arm of NAATI at the State level.

**B. Functions of a Regional Advisory Committee**

- (a) 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;
- (b) to encourage employers to demand the appropriate NAATI qualifications for any positions requiring language skills in those languages tested by NAATI by setting priorities and targets to achieve these goals and by undertaking to provide guest speakers at relevant meetings, seminars, workshops etc;
- (c) to promote among the general public, practitioners and the users of practitioners by the public, and private sectors an understanding of the profession on interpreting and translating and of NAATI's role in relation to that profession;
- (d) to identify and assist areas and communities with special I/T needs which are not met within the existing networks;
- (e) to encourage tertiary institutions and TAFE Colleges in the region to introduce and teach NAATI-approved interpreting and translating courses at NAATI Level 2 and 3.
- (f) to maintain liaison with the local branch of AUSIT and, at the committee's discretion, with any other lawfully constituted bodies representing interpreters and translators in the region.
- (g) to make reports or recommendations to NAATI on matters associated with the above functions or on matters specifically referred by NAATI;
- (h) to report annually to NAATI on its activities; and
- (i) to provide advice to the Central Office or Regional Office.



### C. Structure and Procedure

- (a) A Regional Advisory Committee shall consist of no fewer than six or more than sixteen members, including the ex officio 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) on the establishment of the RAC: two or three years,
  - (ii) all subsequent appointments: three years,
  - (iii) for a casual vacancy: for the remainder of the relevant term of office,with no member normally 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) L/T or language educators teaching NAATI-approved courses or other language educators at tertiary levels,
  - (iii) employers/users or practitioners,
  - (iv) NAATI language panels/examining boards,
  - (v) professional associations,
  - (vi) community organisations, particularly those involved in settlement programs,
  - (vii) people working in the areas of business and tourism,
  - (viii) government officers involved in access and equity programs
  - (ix) any other suitable person nominated by the Regional Officer
- (e) All NAATI Directors and Regional Officers will be appointed ex officio as members of the Regional Advisory Committee in their home State and will have equal rights to speak and vote.
- (f) Appointments to the Regional Advisory Committee are made on an individual basis or as representatives may nominate an alternative. Substitution or co-option to the actual Committee is not permitted, but sub-committees which are established may include representatives and co-opted persons at the discretion of the Committee.
- (g) Given the nature of NAATI, membership of a Regional Advisory Committee does not carry with it any remuneration.
- (h) Meetings shall be held at least six times annually, with due regard to a sub-committee structure where applicable.
- (i) A quorum will consist of one third of the appointed membership, but no less than five.
- (j) Members who are absent for more than two consecutive meetings without due reason may be asked to review his/her commitment to the Regional Advisory Committee.

D. Relationship with NAATI Regional Officer

The Regional Officer will facilitate the functions of the Regional Advisory Committee, in particular:

- (a) by being an appointed ex officio member of the Regional Advisory Committee with full speaking and voting rights
- (b) by assisting with its meetings and activities using an upper limit of 10% of the normal weekly NAATI working hours
- (c) by acting as a channel of communication between the Regional Advisory Committee and NAATI.

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

## APPENDIX IV

### LANGUAGE PANEL MEMBERS AT 30.6.92

Adan, Ms C	Gaceva, Mrs A
Adibi, Dr H	Gelbak, Mrs L
Agius, Mr A	Gencer, Mr G
Andrews-Hay, Ms N	Gentile, Assoc. Prof. A
Banyansz, Mrs A	Georgiev, Mrs P
Barker, Mr P	Gerbin, Mrs G
Bergstrom, Mrs H	Gibbon, Ms L
Birnberg, Dr J	Girke, Mrs E
Blackmore, Dr H	Glass, Ms H
Boland, Mr D	Golebiowski, Mrs Z
Borthwick, Mrs R	Gorman, Dr P
Bouladon, Ms S	Gruszka, Mrs M
Brandle, Dr M	Hallett, Mr J
Brown, Dr C	Hellander, Mr P
Bucknell, Dr R	Hermes, Mr K
Budiman, Mr J	Holt, Dr R
Burke, Mr J	Honari, Dr M
Buzo, Mr A	Hood, Mrs R
Camilleri, Mr C	Hovell, Mrs S
Campbell, Mr S	Hull, Dr G
Campiao, Ms A	Huynh, Mr V
Cao, Ms D	Iana, Mrs G
Carmichael, Mr M	Ireland, Mr R
Cerney, Mrs H	Jamieson, Ms P
Carrascalao, Mr J	Janda, Mr S
Chan, Mr A	Jiang, Mr J
Chen, Mr H P	Kang, Mr K H
Chittleborough, Ms C	Karakira, Mr S
Chow, Mrs A	Khaiyath, Mrs R
Chrystello, Mr C	Kikirekov, Mr P
Chui, Mr R	Kim, Dr H S
Coen, Mr P	Koscharsky, Mrs H
Collard, Mr L	Kouzmin, Dr L
Collins, Dr J	Koyunoglu, Mrs K
Curmi, Mrs P	Kranjec, Mr S
Dalton, Mrs E	Kunz, Dr E
Daniel, Mr J	Lam, Mrs M
Darwish, Mr A	Lian, Dr F
Davey, Ms D	Long, Mrs T
de Barua, Mrs L	Lovett, Mr J
Dejvongsa, Mrs I	Lovinescu, Mrs D
Deschamps, Ms K	Lowden, Dr F
Dessewffy, Dr A	Madden, Miss M
Doerfler, Mr M	Mahle, Mrs C
Ebied, Prof R	Marr, Dr D
Ellis, Mrs E	Marshall, Mrs E
Fanaian, Dr F	McGilvray, Mrs B
Farmer, Ms L	Milman, Ms A
Fekete, Mrs E	Mitic, Mrs V
Ferris, Mr J	Mocnay, Mrs E
Fifis, Mr C	Motyka, Mr W
Filipovich, Mr B	Nasir, Mr M
Foran, Dr S	Nguyen, Mr P
Freckleton, Dr P	Nguyen-Hoan, Dr T
Freestone, Mr C	Nicholls, Ms L
Freire, Mrs M	Nicholls, Dr T
Frey, Mr R	Nikolic, Mrs T
Frick, Mr W	North-Samardzic, Mrs C

Norris, Ms E  
 O'Callaghan, Mrs J  
 Oakley, Mrs E  
 Ojala, Mr V  
 Ozcan, Mrs H  
 Ozirmak, Mr A  
 Padilla, Mr D  
 Pak, Mr P  
 Pana, Dr I  
 Panasbodi, Mrs P  
 Pastor, Mr M  
 Patradoon, Mr P  
 Pavkovic, Mr A  
 Pelekanakis, Mr B  
 Perrot, Ms A  
 Phoumindr, Ms P  
 Phoumirath, Mr T  
 Piccioli, Dr M  
 Plimer, Mrs A  
 Popova, Dr M  
 Radford, Mrs A  
 Rando, Dr g  
 Reynolds, Mr B  
 Riazi, Dr H  
 Rich, Mrs M  
 Ritoniemi-Tiovanen, Mrs K  
 Rodriguez-Orona, Ms A  
 Roppola, Mrs A  
 Rubichi, Mr R  
 Sang, Dr D  
 Sayeg, Ms Y  
 Sawyer, Dr M  
 Scimone, Mr E  
 Seyedi-Isfahani, Mr J  
 Shahat, Mr S  
 Slebinger, Mrs J  
 Solomou, Mrs C  
 Soos, Mrs E  
 Speekman, D W  
 Spring, Mrs A  
 Stevanoni, Mr R  
 Sussex, Mrs B  
 Tan, Mr A  
 Tang, Mr C.P  
 Tang, Mr K.W  
 Taylor, Mrs I  
 Theam, Mr B  
 Thean, Mr M.K  
 Thei, Mr B  
 Theodorakis, Mrs I  
 Thong, Mr T  
 Tindale, Miss J  
 Tokaarczyk, Mrs M.N  
 Trinh, Mr F  
 Tung, Mrs M  
 Uchiyama, Mr H  
 Ulmer, Ms B  
 Van Praag, Mr H  
 Vasilakakos, Mr J  
 Vieira, Mrs J  
 Villis, Mr D  
 Wakabayashi, Ms J  
 Watt, Dr E

Wilson, Mrs L  
 Windle, Dr K  
 Witton, Dr R  
 Wong, Mr R  
 Xu, Mr A  
 Xu, Mr Y  
 Zabukovec, Mrs V  
 Zakarija, Mrs D  
 Zakarija, Mr N

## APPENDIX V

### LANGUAGE PANELS APPOINTMENTS: TERMS AND CONDITIONS

#### **A. Language Panels**

##### **i Composition**

that wherever possible, a panel should be composed of:

- . a minimum of 4 persons and a maximum of 6 persons (or 8 in exceptional circumstances);
- . a minimum of 2 native speakers of English and 2 native speakers of the other language;
- . male and female members.

##### **ii Qualifications**

that members should possess:

- . excellent competence in the language(s) concerned;
- . Level 3 or 4 accreditation in interpreting and/or translation or otherwise have eminent status as an academic in a relevant language or skill area;
- . good character and ethics;

and wherever possible:

- . tertiary educational qualifications, preferably in an appropriate discipline;
- . substantial experience as an accredited practitioner in interpreting and/or translation;
- . proven experience in setting and marking tests, if not through an interpreting/translation course then in another related academic capacity.

##### **iii Other Factors**

Other factors to be taken into account would be:

- . length of residence in Australia;
- . continuing contact with the "other" language/culture;
- . pattern of language use;
- . access to resources;
- . familiarity with the interpreting/translation situation in Australia;
- . satisfactory referees' reports;
- . willingness to make a commitment, in terms of available time, to NAATI.



**iv Chairperson**

that, in addition to the above, the Chairperson should possess:

- . sound administrative and delegatory skills;
- . a knowledge of NAATI philosophy and procedures;
- . professional detachment.

**v Appointment Guidelines**

that in appointing Panel members, the following be considered:

- . language panels must be capable of working as a team;
- . the major criterion for appointment should be expertise rather than location or other factors;
- . the members should ideally be drawn from around Australia;
- . the members should not be drawn from a single institution or group of closely related institutions;
- . the members should, wherever possible or appropriate, reflect or be aware of the diversities within the language as used in different countries of the world and as reflected in the Australian population; for example, French as used in France, Belgium, Algeria, New Caledonia, etc;
- . members would not be appointed on an ad hoc basis, but applications for appointment will be considered once a year in a prescribed month. Casual vacancies will be filled on an interim basis from the register of approved examiners.

**vi Selection and Appointment Procedure**

that:

- . applications first be vetted by the Executive Director and Registrar according to the new composition criteria, including the seeking of referees' reports, verification of claims and interviews if appropriate;
- . the Executive Director and Registrar make recommendations to the Board;
- . the Board, after consideration of the recommendations, appoint the successful applicants for a period of three years.

**vii Induction and Maintenance**

that, after appointment, members:

- . be required to attend an initial briefing and information session in each major city, conducted by the Regional Officer, and such other persons as deemed appropriate and, ideally, also the Registrar (Sydney and Melbourne only);
- . attend periodic meetings of Language Panel members;
- . receive a 6 monthly information circular (on testing) from the Regional Officer or Registrar;
- . be provided with additional information such as papers on the philosophy of interpreting;
- . be called on to assist as readers or to be observers in NAATI-approved course activities and RAC workshops so as to create a better sense of involvement in the organisation.

## APPENDIX VI

### THE NAATI LEVELS STRUCTURE

The Authority has established five levels at which interpreters and translators may be accredited, ranging from the low level and the 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 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 demonstrate leadership in the field.
- Note: A review of the Levels Structure commenced in November 1991. Some changes are anticipated as an outcome of this review.

## **APPENDIX VII**

### **INTERPRETING/TRANSLATING AND LANGUAGE AIDE COURSES APPROVED BY NAATI AS AT 30 JUNE 1992**

An alternative means of obtaining accreditation is by completing successfully a NAATI-approved course of studies. The following courses have received NAATI approval as at 30 June 1992.

Courses that are no longer approved are marked \*. While approval for these courses has now expired, graduates who passed courses during the period shown are eligible for accreditation and may submit an application. Accreditation of successful students is subject to the recommendation of the institution concerned.

Further current information on the courses listed, including the languages offered in any particular year, may be obtained from the institutions concerned.

<b>Institution</b>	<b>Category &amp; Level</b>	<b>Languages</b>	<b>Term of NAATI Approval</b>
<b>1. AUSTRALIAN CAPITAL TERRITORY</b>			
*Canberra CAE	Int/Trans	3 Spanish Italian	1975-1980 1975-1978
ACT Institute of TAFE	Int/Trans (Certificate)	2 Italian, Spanish, Mandarin, Greek Japanese Vietnamese	1988-1992 1991-1992
<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 (Certificate)	2 Cantonese Vietnamese Mandarin, Khmer Arabic, Deaf Sign, Farsi, Greek, Italian, Korean, Lao, Macedonian, Polish, Spanish	1985-1994 1983-1994 1989-1994 1990-1994
	*Language Aide	1 Cantonese, Mandarin, Vietnamese, Arabic, Khmer, Korean, Spanish	1987-1993
Liverpool College of TAFE	Language Aide	1 Cantonese, Khmer, Spanish, Vietnamese Lao	1990-1992 1991-1992

Institution	Category & Level	Languages	Term of NAATI Approval
University of Wollongong	Interpreter	2 Italian	1983-1997
	Translator	2 Italian	1983-1993
University of New South Wales	Int/Trans	2 Mandarin	1992-1994
University of Western Sydney, Macarthur (formerly Macarthur Inst 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	1985-1992
*Newcastle TAFE	Interpreter	2 Serbian/Croatian	1980-1984
			1986-1989
		Polish	1983-1984
		Greek, Italian, Spanish, Vietnamese Macedonian	1986-1989
			1980-1984
			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, Malay, Portuguese, Spanish Tagalog	1986-1990
		German, Cantonese	1988-1990
*Casuarina Secondary College	Language Aide	1 Greek, Italian, French, Mandarin	1979-1988
		German, Indonesian Spanish, Vietnamese,	1980-1988
Northern Territory Uni. (formerly Darwin Institute of Technology)	Int/Trans	2 Greek	1984-1995
	Int/Trans (certificate)	Greek	1984-1995
		Mandarin	1986-1995
		*Portuguese	1987-1989
		Vietnamese	1985-1995
*Centre for Aust Languages and Linguistics, Batchelor College	Int/Trans.	2 Nominated Aboriginal Languages	1980-1990
	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 (in 200 hours)	2 Waramungu Groups	1982-1991

Institution	Category & Level	Languages	Term of NAATI Approval
4. QUEENSLAND			
The University of Queensland	* Translator	3 Japanese (Japanese into English only)	1980-1984
	Translator	4 Japanese (both directions)	1985-1995
	Interpreter	(both directions) (M.A.)	
South Brisbane College of TAFE	Interpreter/Translator (Certificate)	2 Spanish, Vietnamese	1988-1992
		Cantonese Mandarin	1990-1992 1992
5. SOUTH AUSTRALIA			
Adelaide College of TAFE	Interpreter (Certificate)	2 Greek, Serbian/Croatian, Italian	1980-1992
		Spanish	1981-1982
		Polish, Vietnamese	1986-1992
		Khmer	1983-1992
		Mandarin	1985-1992
		Farsi	1987-1992
		Pitjantjatjara, ADSL	1988-1992 1992
University of Adelaide (formerly South Australian C.A.E.)	*Int/Trans (Associate Diploma)	2 Greek, Italian, Polish, Serbian/Croatian, Vietnamese	1979-1991
	Int/Trans (B.A.)	3	
	*Int or Trans (Graduate Diploma)	3 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



Institution	Category & Level	Languages	Term of NAATI Approval
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## 6. VICTORIA

RMIT Technical College	Int/Trans (Certificate)	2	Turkish, Spanish, Vietnamese	1980-1992
			Polish	1983-1992
			Cantonese	1985-1992
			Khmer, Macedonian	1986-1992
			Arabic	1980-1981
			Arabic, Japanese	1987-1992
			Lao, Mandarin	1988-1992
			Nominated "Minority Languages"	1987
			Country Interpreters Streams (Italian, Greek, Turkish)	1987-1992
			(Spanish, Serbian) AUSLAN	1990-1992 1992-1993
*RMIT CAE (1978-1982) *RMIT Technical College (1975-1978)	Int/Trans	3	Greek, Serbian/Croatian Italian	1975-1982 1978-1982
Deakin University - Toorak Campus (formerly Victoria College) (Graduate Diploma)	Int/Trans (B.A.)	3	Greek, Italian, Turkish, Serbian/Croatian Arabic, Spanish, Vietnamese	1981-1994 1990-1994
	Int/Trans	3	Mandarin, Japanese, Korean, Arabic, Spanish, Italian, Greek, Croatian, Serbian, Vietnamese	1988-1992

## 7. WESTERN AUSTRALIA

Edith Cowan University (formerly Western Australian C.A.E.)	Int/Trans (B.A.)	3	Italian, German Vietnamese, Portuguese	1982-1993 1986-1993
			Indonesian/Malay	1990-1993
	Int or Trans (Grad.Dip.)	3	German (trans)	1986-1995
			Mandarin (trans/int) French (trans)	1988-1995 1988-1995
Central Metropolitan College of TAFE (formerly Perth Technical College)	Interpreter (Certificate)	2	Polish	1982-1993
			Vietnamese	1983-1993
			*Portuguese, Greek, *German, Cantonese	1984-1988
			*French,	1982-1984
			*Croatian	1983-1984
			*Spanish, Italian	1981-1982
				1986-1988
			Australian Deaf Sign Japanese, Khmer	1987-1993 1989-1993

Institution	Category & Level	Languages	Term of NAATI Approval
Central	*Translator (Certificate)	2 French, Polish Vietnamese	1984-1988 1983-1993
Metropolitan College of TAFE (formerly Perth Technical College)	Language Aide	Italian, Spanish Vietnamese Greek Japanese Mandarin, Italian Spanish	1987-1988 1987 1991-1993
# - NAATI re-approval pending			

## APPENDIX VIII

### FEES AND CHARGES: 1991/92

The Authority's complete schedule of fees and charges as at 30 June 1992 was as follows:

#### APPLICATION FEE

Initial application only	\$25	(non-refundable)
Late application	\$20	
Reinstatement of application	\$40	

#### TESTING FEE

Level 1	\$60	
Level 2 translation	\$110	(\$60 each direction*)
Level 2 interpreting	\$135	
Level 2 review	\$35	
Level 3 translation	\$150	(\$80 each direction)
Level 3 interpreting	\$175	
Level 3 review	\$65	(each direction)
Level 4 translation	\$210	(each direction)
Level 4 interpreting		to be determined
Level 4 review	\$150	

\* Mandarin, Cantonese and Japanese only

#### CANCELLATION FEES\*\*

Admission and Translation	\$20
Interpreting	\$50

\*\* waivable in certain circumstances

#### CERTIFICATE OF ACCREDITATION (initial and renewal)

Level 2	\$35	
Level 3	\$40	
Level 4	\$45	
Level 5	\$50	
Recognition (renewal only)	\$30	
Lost Certificate	\$25	(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	\$110	(incl 1 Certificate)
Level 5	\$120	(incl 1 Certificate)
Recognition	\$45	(incl Certificate)
Accreditation of Course		
Graduates	\$25	
Level 1		
Level 2	\$45	(incl Certificate)
Level 3	\$55	(incl Certificate)
Level 4	\$65	(incl Certificate)

## MAJOR PUBLICATIONS

Annual Report (1984 onwards)	\$10
Directory	\$50
NAATI News	\$15
The Jill Blewett Papers on Interpreting and Translating	\$15
Working with Interpreters in Law, Health & Social Work	\$14

## SAMPLE TESTS (Available in most languages)

Translation tests	Level 2	\$10
	Level 3	\$15
Interpreting script & tapes	Level 2	\$22
	Level 3	\$32

