



**National Accreditation Authority For
Translators And Interpreters**

FIFTEENTH REPORT

1 July 1993 to 30 June 1994

NATIONAL ACCREDITATION AUTHORITY
FOR TRANSLATORS AND INTERPRETERS
(NAAATI)

FIFTEENTH REPORT

Covering the Period

1 July 1993 to 30 June 1994

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(Incorporated in the A.C.T.)

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Mr Peter Davidson



Ms Grace Dawson



Ms Sybille Kovacs



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(Information correct as at 30 June 1994)

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 1994)

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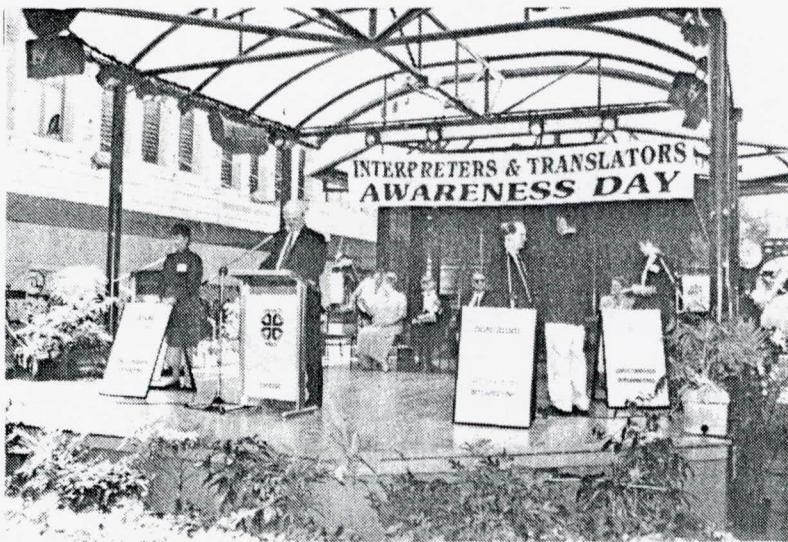
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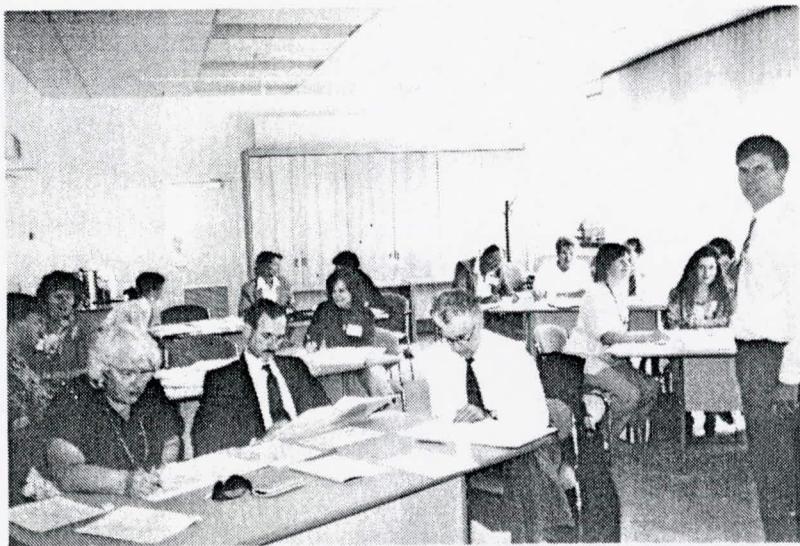
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Mr Campbell - Ryder, Managing Director, Brisbane City Heart Business Association addresses the I/T Awareness Day Festivities at the City Mall.



NAATTI National Staff Training Program, April 1994.

PART A: OVERVIEW

A.1 Introduction

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

During the year 1993/94 NAATI carried out a wide range of activities to fulfil its charter. The Authority continued with its normal activities and introduced new developments while the ongoing government review remained unresolved. As a follow-up to the EMD consultancy report in 1992, NAATI was requested to develop a three year Corporate Plan. The uncertainty of the review outcomes continued to retard the Authority's progress since major decisions were again postponed until shareholders reach consensus on the future directions.

NAATI activities for the financial year included administration of 4170 tests in some thirty one languages, the further reduction (by 381) of the backlog of applicants waiting for tests, the implementation of the new NAATI levels system and the new system of designations, the implementation of a number of recommendations from the Sang/Giguere research project which reviewed NAATI Tests in relation to employer requirements, the continuation of the research project on the reliability of NAATI tests, the regular production of a newsletter ("NAATI News"), the continuation of the production of NAATI ID cards showing the accreditations of its holder, the introduction of a translators stamp for accredited Translators, further computer applications development to provide additional information in the Directory of Accredited and Recognised Practitioners of Interpreting and Translation, the continuation of the monitoring procedures for NAATI-approved courses of interpreting and translation, the implementation of I/T training courses for Aboriginal languages in Western Australia and Queensland, the continuation of financial support to the Australian Institute of Interpreters and Translators (AUSIT), the reconstitution of the I/T Examiners' Panels, the provision of specialist training sessions for members of these Panels, the organisation and coordination of several functions to promote the profession particularly the Interpreter Awareness Days, numerous consultations with members of the profession and service providing organisations and a national staff training workshop - the first since 1987.

Financially, the income marginally exceeded the expenditures for the year which resulted in a surplus of \$34,327. This compares with a deficit of \$14,107 for the previous year. The accumulated surplus remains adequate for the Authority to retain a small capital fund to cover liabilities and provisions 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 1993.

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 approval of the new *Guidelines for Moderators of NAATI-approved Courses* to assist with the standardisation of moderation procedures for approved I/T courses;
- * The decision to foster a national strategy for I/T training in Aboriginal and Torres Strait Islander languages;
- * The approval of an M.A. in Translation at Deakin University leading to NAATI accreditation as Advanced Translators (English into Mandarin);
- * The decision to recognise the Bosnian language, a decision later rescinded by the shareholders until further advice/research could be conducted. This was forthcoming by April 1994 whereupon NAATI resumed granting "Recognition";
- * The amendment of the eligibility criteria for Conference Interpreter (Senior) and Advanced Translator (Senior) to reflect the experience element as well as formal training in relation to AIIC members and to provide access to this level of accreditation for non-members of AIIC who are well experienced Australian practitioners;
- * The continuation of moderation of final exam results of graduates from tertiary institutions who would normally be eligible for NAATI accreditation;
- * The decision to discontinue testing in Cantonese Translation after 1995/96 and to refer to Mandarin Translation Tests as *Chinese* with effect from 1996/97;
- * The re-endorsement of the decision to discontinue translation testing at the paraprofessional level from 1995 onwards, except for languages of special community need for recent immigrant and refugee arrivals and Aboriginal/Torres Strait Islander languages;
- * The development of a new format for the Language Aide test and the decision to commission such tests in twelve languages for implementation in September 1994;
- * The development of test materials, setting and marking guidelines for the Language Aide test;
- * The establishment of an expert testing sub-committee to consider recommendations of the 1992/93 Sang/Giguere research report with regard to test formats, eligibility criteria, ethics of the profession and the decision to make subsequent policy changes related to testing; (See page 25)
- * The formation of a new I/T Examiners Panel for Punjabi to become effective on 1 July 1994 with a view to introducing accreditation tests in 1994/1995;
- * The provision of two I/T Examiners Training Days, one in Sydney and one in Melbourne which were attended by 120 examiners;
- * The review and reconstitution of the I/T Examiners Panels, effective from 1 July 1994 resulting in the appointment of 242 experts to 43 panels covering 46 languages;
- * A review of the accreditation procedures and test formats for languages of the deaf;
- * The decision to request the AUSLAN Examiners Panel to develop draft model formats for tests in AUSLAN at various levels to reflect current community needs and to bring them closer to the formats of tests in other languages;

- * The decision to change the name of Deaf Sign Language to AUSLAN in accordance with developments within the deaf community;
- * The decision to discontinue testing and accreditation in the Deaf Oral language on the grounds that it did not represent "interpreting" between two languages since it involved the enhancement of aurally distorted English into understandable English;
- * The decision to develop and coordinate short intensive workshops for both prospective and practising interpreters and translators in response to a number of requests for NAATI assistance with such training;
- * The development of pilot training workshops and accreditation testing in country areas of NSW;
- * The decision to conduct a national NAATI staff training workshop in Canberra in April 1994, this being the first since 1987;
- * The decision to increase test fees and prices of some publications and services in order to move closer towards cost recovery and to meet rising costs when government contributions are remaining static;
- * The continuation of research into the reliability of NAATI tests by the Australian Council for Educational Research;
- * The completion of a minor research project by an Honours student of the European Languages Department at the Australian National University, namely *An Assessment of the Eligibility Criteria for Entry to NAATI Translator and Interpreter Examinations*;
- * The selection of the final design for the Translators Stamp, the establishment of the eligibility policy, and the provision of the stamp to professional Translators;
- * The decision to support the publicising of the Interpreter Symbol as a project initiated by the Regional Advisory Committee (WA) and as the winning design of a national competition;
- * The reconstitution of the Regional Advisory Committees from 1 March 1994 resulting in 52 new appointments or reappointments following the termination of an equal number of previous appointments;
- * The decision to extend the utilities of the NAATI Practitioners Directory through further computer applications;
- * The decision to increase test fees and prices of some publications and services in order to move closer towards cost recovery and to meet rising costs where government contributions are remaining static.

A.3 Other Events

- * On 13-14 July the Chairman, Executive Director and Registrar met with Mr Matene Ruawai and Prof. Timoti Karetu of the Maori Language Commission to discuss the possibility of reciprocal arrangements with the Commissions' I/T qualifications;
- * On 15 July 1993 members of the Board of Directors and the Executive Director met with the shareholders of NAATI at a special meeting to examine current operations and future directions and to resolve any debate before further development of the NAATI three year corporate plan;
- * On 15-17 June 1993 the Chairman, Deputy Chairman and Executive Director attended the International Japanese/English Conference in Brisbane;
- * On 16 July 1993, NAATI convened a meeting on court interpreting, including Professor Roseann Gonzalez who is the Director of the US Court Certification Examinations. The meeting was in conjunction with the IJET conference;
- * On 29 July 1993 NAATI participated in the discussions of the Consultative Group for the ACT Language Policy;
- * On 29 July 1993 NAATI convened a specialist meeting of experts to discuss possible changes to testing in AUSLAN to make the tests more relevant to current I/T practice;
- * On 3 September the Chairman and Executive Director participated in the Interpreter Awareness Day activities in Melbourne;
- * On 1 October NAATI convened a specialist meeting I/T educators and test experts to review the testing policy re eligibility criteria and test formats and content;
- * On 13 October NAATI convened an I/T Examiners Workshop in Melbourne;
- * On 21 October NAATI convened a meeting of representatives of key government departments which offer a language allowance and who had an interest in the new Language Aide test;
- * On 28 October the Chairman and Executive Director met with NAATI shareholders to discuss the Corporate Plan and the Registration Issue;
- * On 30 October the NAATI executive met with AUSIT;
- * NAATI participated in the CITEAA Conference in Canberra between 28-30 October;
- * The Executive Director was invited to speak about the new Language Aide test and the changes to the NAATI levels system at two meetings of the Access and Equity Network Group consisting of representatives of DEET, OMA, DSS, DIEA, Taxation and Local Government;
- * NAATI attended the 20th Anniversary Celebrations of TIS in Canberra on 26 November 1993;
- * On 20 December 1993, the NAATI Chairman and Executive Director met with the shareholders at an informal workshop to discuss the corporate plan and registration;
- * On 25 January 1994 the Executive Director met with Ms Veronica Taylor to provide pre-publication advice concerning the references in her new book concerning NAATI and its accreditation procedures;

- * On 24 February the Executive Director met with Mr Pfennigwerth of DFAT concerning the training and accreditation of interpreters and translators, particularly in relation to those DFAT employees completing its language training programs;
- * On 9 March the Executive Director met with Mr Bob Howe, consultant, in relation to the review of the NLLIA;
- * On 17-18 March, Ms Sybille Kovacs, Director and the Executive Director attended the Officials Meeting and the Conference of Ministers of Immigration and Ethnic Affairs;
- * On 7-8 April 1994 NAATI convened the national staff training workshop in Canberra;
- * On 20 May 1994 the Executive Director participated in the I/T Course Advisory Committee meeting at the University of Western Sydney.
- * On 21 June 1994 Ms Kovacs (Director) and the Executive Director met with Ms Mary Gurgone who tabled the 1st and 2nd Stage Reports of the Level 3 Equivalence Project.

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. Consultative meetings were convened in Adelaide, Brisbane 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 three Board meetings held during the year under review. They were convened in Adelaide (August), Brisbane (December) and Canberra (May).

A.4 Major Accreditation Objectives

Testing

The 1993/94 testing program was designed to meet the major demand of employers, satisfy candidate demand for testing, and provide opportunities in a wide range of languages for the paraprofessional translator test, given that this test will be phased out from January 1995. The program also aimed to provide accreditation facilities in five new languages, namely Albanian, Dari, Hindi, Samoan and Tongan.

Accordingly, the 1993/94 testing program represented one of the largest programs in five years. A total of 4,170 tests in thirty languages were conducted in this financial year, 3,858 being in the annual program and 312 being conducted as on-demand special tests. The 1993/94 program showed an increase in the number of tests at all levels with 47% of tests being at the paraprofessional level, 52% at the first professional level and about 0.5% at the advanced professional level. 7.5% of tests were conducted as special on-demand tests.

Paraprofessional tests in the five new languages, namely Albanian, Dari, Hindi, Samoan and Tongan, represented the lower demand languages of the I/T market and collectively included 84 tests for which there were 29 accreditations. Other languages of low client/employer demand included Filipino, Khmer, Thai and Ukrainian.

At the Advanced Translator level, NAATI offered tests in five languages, namely Arabic, German, Italian, Russian and Spanish. NAATI also commissioned a Conference Interpreter Test (French) to be designed and to have ready to implement in conjunction with an international conference convened in Australia. Examiners for such a test will need to be drawn from qualified interpreters working at such a conference.

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 since this time. By 30 June 1994, 20,107 requests for tests had been removed from the lists which cleared the long standing backlog which had accumulated over the previous years. The backlog has now stabilised at a number in relation to the continuation of new requests which are received between testing programs. A small 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 for 1993/94 has been reduced slightly from 3,863 at 30 June 1993 to 3,482 at 30 June 1994.

Courses

Throughout the year under review, NAATI has worked with the tertiary education sector to develop a national curriculum for paraprofessional interpreting courses with a view to increasing the standardisation across courses within Australia. In addition, NAATI has maintained its requirements for course approvals and the moderation process to ensure that all courses conform to the standards set by NAATI.

Assessment of Overseas Qualifications

During 1993/94, NAATI received a variety of requests for the assessment of qualifications from overseas institutions. In so doing, NAATI has conducted a large number of investigations into the quality of such courses to ensure that graduates meet similar standards to those graduating from Australian I/T courses. As a result of the investigations, NAATI's list of accepted I/T qualifications from overseas institutions has been increased from 58 in August in 1992 to 70 by January 1994.

A.5 Advisory Bodies

A.5.1 NAATI Regional Advisory Committees (RAC)

The Regional Advisory Committees came into existence on 1 March 1991 to replace the former State Advisory Panels for Translating and Interpreting (SAPTI). Since this time appointments to the Regional Advisory Committees were made on the basis of a two or three year term, commencing from 1 March of a particular year. The appointments of members which expired on 28 February 1994 were extended until the end of May due to the deferment of the Board meeting. In May, some individuals were reappointed while many new members were also appointed, effective from 1 June 1994 until 28 February 1996. The roles and functions of the Regional Advisory Committees are 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 are 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 are 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 fostering of the government sponsored interpreter training program for a variety of Aboriginal languages in rural W.A. and the initiation and support of the national competition for the Interpreter Symbol project (WA). Other RACs became involved in Interpreter Awareness Day projects (QLD, SA, VIC and WA) and projects which included the advocacy of better training facilities in both metropolitan and rural areas (NSW, SA, and WA). QLD RAC participated in the Information Expo in Brisbane while the SA RAC contributed to I/T awareness during Law Week. All committees were concerned with issues related to the employment conditions for practitioners, 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 1994 are listed in Appendix II.

A.5.2 I/T Examiners 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 tape or video-recorded interpreting tests.

Examiners 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 the Translator and/or Interpreter level and preferably in both, tertiary qualifications and extensive experience in translating and interpreting.

Prior to May 1993, all appointments to such panels were made for the three year period. However, since NAATI had experienced problems with some examiners, in May 1993, the eligibility criteria for membership and contract conditions were strengthened to foster improved performance of the panels. Accordingly, from May 1993, all appointments were made for a one year period only. This permits the Board of Directors to review examiners' performance each year and to make changes where necessary. Accordingly, all panels were reviewed in May 1994 in anticipation of the termination of appointments at the end of June. Many changes were made to the composition of the panels. All changes will become effective on 1 July 1994.

At 30 June 1994, there were forty-one Examiners Panels covering forty-four languages. Three panels cover two languages each namely, Cantonese/Hakka, Indonesian/Malaysian and Czech/Slovak. At 30 June 1994 there were 252 members of NAATI Examiners Panels as listed in Appendix IV. The terms and conditions of Language Panel appointments, as applied in the current financial year 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 Mr Peter Davidson, met three times during the period under review: 30-31 July 1993 - Melbourne, 18 November 1993 - Canberra, 5-6 May 1994 - Sydney. 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;
- * monitoring of final examination standards on NAATI-approved courses;
- * assessment of applications for accreditation on the basis of overseas qualifications;
- * the review of test eligibility criteria (by a specialist sub-committee (October 1993);
- * preliminary proposals for training requirements for court interpreters (developed by Sub-committee in July 1993);
- * approval of the ACTRAC National Curriculum for Paraprofessional Interpreter course (National Diploma in Interpreting);
- * the review of test requirements for AUSLAN by a specialist sub-committee (July 1993);
- * appointment of a new Committee member, Mr D Lord to replace Ms S Hovell, who resigned;
- * commencement of the revision of the Course Manual;
- * amendments to the eligibility criteria for Advanced Translator (Senior), formerly level 5, and for Conference Interpreter and Advanced Translator (formerly level 4) - accreditation by overseas qualifications;
- * review of accreditation requirements in the Mandarin and Cantonese languages;
- * assessment requirements for final examinations of approved courses;
- * assessment of a proposal for interpreter specialisation in health.

PART B PROFESSIONAL ACTIVITIES AND ACHIEVEMENTS

B.1 Testing Related Activities

B.1.1 General Background

In the year 1993/94, NAATI conducted tests in thirty one languages with most languages being represented in both categories of interpreting and translation at the paraprofessional level and first professional level. The program included several of the low demand languages such as Filipino, Hakka, Indonesian, Khmer, Portuguese, Thai and Ukrainian. It also included Advanced Translator tests in Arabic, Greek, Japanese, Russian and Spanish. An equal emphasis was placed on testing at both the paraprofessional and professional level. The 1993/1994 program saw the introduction of five new languages but only at the paraprofessional level, including Albanian, Dari, Hindi, Samoan and Tongan.

In addition to the tests conducted in the major capital cities of Australia, NAATI conducted tests in non-capital cities. These cities included Cairns, Townsville, Emerald, Port Macquarie, Newcastle, Wollongong, Auckland and Wellington New Zealand. The number of tests in New Zealand decreased from thirty-four in 1993 to twenty-six in 1993/94. Testing in New Zealand has been made possible with the co-operation of the University of Auckland and Victoria University in Wellington. 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 Interpreter 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 Examiner 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, although it decreased during the current year as is indicated in Table 1 below. Of the 312 special tests in 1993-94, 151 were conducted at the paraprofessional level (36 in translation, 115 in interpreting), 156 at the first professional level (118 in translation and 38 in interpreting) and one test at the advanced translation level. There were four special Language Aide tests.

Table 1: Growth of On-Demand Tests: 1988/89 - 1993/94

Year	No of Tests
1988-89	63
1989-90	262
1990-91	317
1991-92	380
1992-93	438
1993-94	312

The financial aspect of the annual testing program for 1993/94 was very positive in that the direct testing revenue exceeded the direct testing expenditure by \$265,991. The margin of direct profit was greater than that in the previous year (\$219,485) 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 other associated costs such as postage/courier and telephone, cost considerably more than the balance of the direct "profits". 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 1992/93 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 the paraprofessional level 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 2: The National Testing Program for 1993/94**

Language	Level and Category					
	2T	2I	3T	3I	4T	4I
Albanian	X	X				
Arabic	X	X	X	X	X	
Cantonese	X		X	X		
Croatian	X	X	X	X		
Dari	X	X				
Deaf Sign		X		X		
Filipino	X	X	X	X		
French	X		X			X
German	X		X			
Greek	X	X	X	X	X	
Hakka		X		X		
Hindi	X	X				
Indonesian	X	X	X	X		
Italian	X		X	X		
Japanese	X	X	X	X	X	
Khmer	X	X	X	X		
Korean	X	X	X	X		
Macedonian	X	X	X	X		
Mandarin	X		X	X		
Persian	X	X	X	X		
Polish	X	X	X	X		
Portuguese	X	X	X	X		
Russian	X	X	X	X	X	
Samoan	X	X				
Serbian	X	X	X	X		
Spanish	X	X	X	X		X
Thai	X	X	X	X		
Tongan	X	X				
Turkish	X	X	X	X		
Ukrainian	X	X	X	X		
Vietnamese	X	X	X	X		

The main features of the program included:

- the greater range of languages offered (thirty-one compared to the previous year's 28).
- similar offerings in translation and interpreting for both levels with five languages for Advanced Translator Tests and one Conference Interpreter Test.
- the inclusion of languages of low candidate demand but of significant community need.
- The introduction of five new languages Albanian, Dari, Hindi, Samoan and Tongan.

With the phasing out of Level 1 accreditation on 31 December 1993, NAATI began the implementation of the employer sponsored Language Aide Test. Preparation to conduct Language Aide Testing saw the commissioning of tests in twelve languages in the latter part of 1993/94. The twelve selected languages were Arabic, Cantonese, Croatian, Greek, Italian, Macedonian, Mandarin, Russian, Serbian, Spanish, Turkish and Vietnamese.

In the first half of 1993/94 only four Level 1 accreditation tests were conducted as special tests before this test was phased out on 31 December 1993.

The 1993/94 testing program was considerably larger in terms of the number of languages tested compared with 1992/93 and significantly larger in terms of the total number of tests conducted. In summary, NAATI conducted a total of 3858 tests over thirty-one languages within the annual testing program and 312 special on-demand tests totalling 4170 tests in the period under review. This resulted in 1318 accreditations by tests conducted within the period.

The program was announced in June 1993. It was conducted in three sessions, viz; translation tests on 18-20 November 1993, interpreting tests between March and July 1994 and Advanced Translator Tests from 11-22 July 1994. The Deaf Sign Interpreting Tests were also conducted in July 1994. Although a small number of tests were conducted outside the financial year under review, they were part of the 1993/94 Testing Program and have therefore been included in this report.

Over the past few years, NAATI has established a set pattern for the timing of various types of tests which seeks to spread the total workload in relation to testing for both the Central Office, the Regional Offices and the Examiner Panels over a longer period of the year. The established timing of the various tests has proven to be most successful. It is anticipated that the annual testing programs in future will schedule Translation tests for both levels in November, Interpreting tests for both levels between March and June and the Advanced Translator Tests and the Deaf Sign Interpreting tests in July.

The details of the 1993/94 testing program and its relationship to previous programs, are provided by the following series of statistical tables and graphs.

Table 3 compares the number of tests and range of languages offered by NAATI over the previous five years 1989-94. The number of Translator Tests (formerly level 3) has been recorded to reflect the separate tests for each language direction.

Table 3: Number of Tests Conducted 1989-1994 (a)

Test	89/90	90/91	91/92	92/93	93/94
Level 1 (b)	1	0	1	9	4
Paraprofessional Translator	194	770	770	701	1059
Paraprofessional Interpreter	268	987	1050	830	915
Translator Into "O" (c) Into "E"	729 627	518 441	661 562	723 651	895 775
Interpreter	422	364	489	472	496
Advanced Translator Into "O" Into "E"	12 10	18 32	14 12	5 7	14 12
Total	2263	3130	3559	3398	4170
No of Lang.	30	23	25	28	31

- (a) Table includes tests conducted within the annual program AND as special on-demand tests.
- (b) Level 1 tests were conducted prior to 31.12.93, after which date they were discontinued.
- (c) Into "O" means into the other language; into "E" means into English.

Table 3 indicates the following:

- * the 1993/94 testing program was larger than the previous year in terms of the range of languages (31) and levels offered and significantly larger in terms of the number of tests conducted (4170);
- * the number of Paraprofessional Translator Tests (formerly level 2) increased by 51% from the previous year while the number of Paraprofessional Interpreter tests increased by 10% from the previous year;
- * the number of Translator Tests (formerly level 3) increased by 21.5% in comparison to the previous years while the number of Interpreter Tests, although the highest over the five year period, increased by only 5% from the previous year;

- * the demand for accreditation at the professional level continued to be very strong, with the number of Interpreter and Translator Tests (2166) being the highest since 1989/90. The strong demand may be related to the growing acceptance of this level of testing as the basic professional qualification required by employers of practitioners in the interpreting and translating field; and
- * the demand for Advanced Translator testing increased markedly from 12 in 1992/93 to 26 in 1993/94. This is a reflection of the eligible candidature of particular languages offered.

Table 4 below indicates the number of tests conducted within specified States and Territories. In 1993/1994 it can be seen that approximately 50% of tests were conducted in New South Wales, 20% in Victoria and the remainder distributed throughout the other States and Territories. In more recent years a small number of tests has 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 4: Number of Tests Conducted by State/Territory 1989/90 - 1992/93

STATE	89/90	90/91	91/92	92/93	93/94
ACT	112	159	137	164	131
NSW	901	1357	1623	1476	2075
NT	38	26	32	40	43
QLD	188	262	303	288	368
SA	176	235	224	255	294
TAS	8	32	51	61	63
VIC	615	788	825	781	850
WA	141	233	291	262	278
OTHER*	42	10	11	63	25
 NZ	 42	 28	 39	 8	 43
 TOTAL	 2263	 3130	 3559	 3398	 4170

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

Table 5 below indicates the pattern of languages and levels tested over the period 1983-1993. Of particular interest are:

- * the provision of tests from the paraprofessional to the advanced levels in the 1993/94 testing program;
- * the availability of testing at the paraprofessional and first professional level in a limited number of languages of community need but low candidate demand in 1993/94, including Indonesian, Hakka, Khmer, Filipino, Thai, and Ukrainian;
- * the introduction of testing at the paraprofessional level in Albanian, Dari, Hindi, Samoan and Tongan;
- * the consistency of testing in languages of major employer demand including Arabic, Cantonese, Greek, Italian, Mandarin, Polish, Spanish and Vietnamese;
- * the near balance of languages at the paraprofessional level (29) and at the first professional level (24); and
- * availability of tests at the Advanced Translator level in four languages in 1993/94.

It should be noted that programs which contain a large range of languages at both the paraprofessional and first professional levels such as the one in this financial year, have a number of effects, namely:

- (a) Examiner Panels are extended in order to meet the time schedules for the design and marking of tests since the total number of tests for both design and marking will be much greater;
- (b) Smaller Examiner Panels are less able to meet the NAATTI 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.

Table 5: Languages and Levels Tested: 1983-1994

Language	1983	1984	85/86	86/87	87/88	88/89	89/90	90/91	91/92	92/93	93/94
Albanian											2
Arabic	2,3	2,3		1,2,3	3,4	1,2,3	3	2,3	2,3,4	3	2,3,4
Bulgarian					1,2,3		2			2,3	
Cantonese	2	2,3	2,3	1,2,3		1,2,3	3	2,3	2,3	21,31	2T,3
Croatian	2,3	2,3	2A,3A	2,3	2,3	1,2,3	3	2,3	2,3	3	2,3
Czech		2,3			2,3		3	2,3			
Dari											2
Deaf Oral	1,21,31	2A,21	2A,21	2A,21,31	21,31						
Deaf Sign	21	21	21	31	1,21,31	1,21,31	31	21,31	21,31	21,31	21,31
Dutch					2,3	1,2,3		2	2,3	2,3	2,3
Filipino							2,3				
Finnish											
French	2,3		2A,3A	1,2,3,4	2,3,4	1,2,3,4	3	4	3	2,3,4	2T,3T
German	2,3		2A,3A	1,2,3	2,3,4	1,2,3,4	3	4	3	2,3,4	2T,3T
Greek	2,3	2,3	2A,3A	1,2,3		1,2,3	3,4	2,3	2,3,4	3	2,3,4
Hakka						2A,21	2,3				21,31
Hindi											2
Hungarian		2,3			2,3	1,2,3		2,3			
Indonesian	2,3			1,2,3		1,2,3	3	2,3	3	2,3	2,3
Italian	2,3	2,3	2,3	1,2,3,4	3,4	1,2,3,4	3	2,3	3,4	2,3	2T,3
Japanese	2,3				2,3	1,2,3,4	2,3	2,3	2,3,4	2,3	2,3,4
Khmer	2		2,3		2,3	1,2,3	2,3	2,3	2,3	2,3	2,3
Korean					1,2,3	1,2,3	2,3	2,3	2,3	2,3	2,3
Lao	2,3		2,3		2,3	1,2,3	2,3		2,3	2,3	
Macedonian		2T,3T			2,3	1,2,3	3	2,3	2,3	2,3	2,3
Malay	2,3			1,2,3		1,2,3			2		2,3
Maltese	2,3				2,3		3				2,3
Mandarin	2,3	2,3	2,3	1,2,3	3,4	1,2,3,4	3	2,3,4	2,3	2,3,4	2T,3
Persian					1,2,3	1,2,3	3	2,3		2,3	2,3
Polish	2,3	2,3		1,2,3	2,3	1,2,3	3	2,3	2,3	3	2,3
Portuguese	2	2,3	2,3		2,3	1,2,3	2,3		2,3	3	2,3
Romanian				2,3	2,3	1,2,3	3	2,3		3	
Russian	2,3			1,2,3	3,4	1,2,3,4	3	2,3,4	2,3	3	2,3,4
Samoan											2
Serbian	2,3	2,3	2A,3A	1,2,3	2,3	1,2,3	3		2,3	3	2,3
Slovak					1,2,3						
Spanish	2,3	2,3	2,3	1,2,3,4	3,4	1,2,3,4	3	2,3	2,3,4	3	2,3,4
Thai	2,3		2,3		2,3		2,3		2,3	2,3	2,3
Tongan											2
Turkish	2,3	2,3	2,3		3	1,2,3	3		2,3	3	2,3
Ukrainian					1,2,3						2,3
Vietnamese	2,3	2,3	2,3	1,2,3	3	1,2,3	3	2,3	2,3	3	2,3
Total No of Languages	15	25	18	17	33	27	30	23	25	28	31

Key to Levels:

1 = Language Aide; 2 = Paraprofessional Translator and Interpreter; 3 = Translator and Interpreter; 4 = Advanced Translator

T = Translation Test only; I = Interpreting Test only; A = Admission 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 6 below shows that:

- * the overall candidature was 22.7% more than the previous program (4170 tests vs 3398 tests) and can be attributed to an increase in the total range of tests offered in 1992/93 (93) compared to 1993/94 (109);
- * the overall acceptance rate in the annual program was 26.5%, slightly lower than for the previous program (27.7%);
- * a surprisingly lower acceptance rate for paraprofessional testing (18.8%) compared to 21.30% in 1992/93. The advertised cessation of accreditation after December 1994 did not encourage a greater acceptance rate for the Paraprofessional Translator Test in 1993/94 as expected; however in absolute terms the number of these tests was far greater (See Table 3);
- * for the fourth consecutive year, an increase in the acceptance rate for tests at the professional level from 34.67% in 1991/92 to 36.4% for 1992/93 and for this year 41.2%. This may reflect the increasing level of qualification demanded by major employers;
- * the average of pass rates across all tests was 31.1%, significantly higher than for the previous program (21.0%). Specifically, the pass rates by level varied from 39.0% at the paraprofessional level to 23.5% for the first professional level;
- * a higher pass rate for translation (40.8%) but lower for interpreting (37.3%) at the paraprofessional level compared with the previous year (39.6%) and (41.8%) respectively;
- * the slight variation in the pass rate between the language directions for the Translator Test, namely 22.5% from English into the other language and 27.2% from the other language into English;
- * the acceptance rate for special on-demand tests was 85.2%;
- * the average pass rate for special on-demand tests was 37.5%, slightly higher than for the tests in the annual program (31.1%). 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 for a test, such as for the Advanced Translator Test.

Table 6: 1993/94 Testing Program: Rates of Acceptance of Invitations and Rates of Passes

Test	Annual Testing Program					Special Tests				
	No of Inv	No Sat	% of Accept	No Pass	% of Pass	No Inv	No Sat	% of Accept	No Pass	% of Pass
Level 1	-	-	-	-	-	18	4	22.2	1	25.0
Paraprofessional Translator	5175	1023	19.8	417	40.8	38	36	94.7	17	47.2
Paraprofessional Interpreter	4482	800	17.8	299	37.3	153	115	75.1	50	43.4
Translator										
Paper 1	1836	829	45.1	187	22.5	66	66	100	19	28.8
Paper 2	1562	723	46.2	197	27.2	52	52	100	20	38.5
Interpreter	1420	458	32.2	96	20.9	38	38	100	10	26.3
Advanced Translator										
Paper 1	37	14	37.8	2	14.2	0	0	0	0	0.0
Paper 2	32	11	34.3	3	27.2	1	1	100	0	0.0
Total	14544	3858	26.5 (Avg)	1201	31.1 (Avg)	366	312	85.2 (Avg)	117	37.5 (Avg)

A comparison of the pass rates for the various levels of tests in the period 1989/90 to 1993/94 as presented in Table 7 below, highlights several variations.

The pass rates for the Paraprofessional Translator Tests fluctuated between 29.3% in 1990/91 and 45.4% in 1989/90 with a rate of 40.8% for the current year. The pass rate for the Paraprofessional Interpreter Test has also fluctuated between 30.3% in 1991/92 and 41.8% in 1992/93 with a rate of 37.3% in the current year.

The average pass rates for the Translator Test (English into LOTE) has varied from a peak of 30.6 1989/90 to 18.2% in 1992/93. By comparison the pass rate for papers from LOTE into English has fluctuated between 27.2% in 93/94 and 44.8% in 1990/91.

The lower 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 Interpreter Test has returned to the pre 1991/92 rate and for 1993/94 is 20.9%.

The average pass rates for the Advanced Translator Tests have fluctuated widely over the past five years with a peak pass rate in paper 1 for 1991/92 (28.5%). It should be noted, however, that the statistics relating to these tests should be treated with some caution due to the small number of candidates participating at this level.

Overall, the average pass rates for all levels fell consistently over the four year period 1989/90 to 1992/93 from 26.6% to 21.0%. However the average pass rate for 1993/94 has recovered to an even higher rate of 31.1%. The dramatic increase in the average pass rate for 1993/94 (31.1%) may indicate more careful preparation by candidates presenting themselves for testing and the benefits derived from training programs instituted by NAATI and related Tertiary Institutions.

Table 7: A Comparison of Average Pass Rates by Level and Test: 1989/90 - 1993/94

Test	Pass Rate 89/90	Pass Rate 90/91	Pass Rate 91/92	Pass Rate 92/93	Pass Rate 93/94
Paraprofessional Trans.	45.4	29.3	32.3	39.6	40.8
Paraprofessional Int.	36.3	40.9	30.3	41.8	37.3
Translator					
Paper 1:	30.6	23.8	20.1	18.2	22.5
Paper 2:	34.1	44.8	35.1	30.9	27.2
Interpreter	20.8	21.5	19.6	16.5	20.9
Advanced Trans.					
Paper 1:	9.1	5.8	28.5	0.0	14.2
Paper 2:	10.0	13.4	8.3	0.0	27.2
Average of all Levels	26.6	25.6	24.9	21.0	31.1

A comparison of pass rates on a State/Territory basis as shown by Table 8 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.
- * Except for the Northern Territory and South Australia, the pass rates for all other states show a remarkable consistency varying only by about 5%. While the smaller number of candidates sitting in Northern Territory and Tasmania gives less reliability to the statistics, results from other states cluster close to the nation average.

- * Greater variation about the mean of 38.1% exists for pass rates in the Paraprofessional Interpreter Test.
- * For the Translator Test (Paper 1: English into LOTE), ACT NSW, South Australia, Victoria and WA performed at a level close to the national average while the Northern Territory and Tasmania performed significantly higher. For paper 2 (LOTE into English) the performance shows a wide variation about the mean.
- * The pass rate for the Interpreter Test showed considerable variation from the national average of 21.4% with Tasmania showing a 50% pass rate and the Northern Territory at zero percent. The small number of candidates in these areas tend to distort the statistics.
- * For the Advanced Translator Test rates, a comparison with 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 in the Translator Test with a candidature in excess of 20 ranged from 3.2% for Japanese to 80.9% for Serbian (into the LOTE) and 0% for Vietnamese to 60.4% for German (into English).

Table 8: Percentage Pass Rates for NAATI Tests by State/Territory: 1993/94 Program

Test	ACT	NSW	NT	QLD	SA	TAS	VIC	WA	Nat Avg.
Paraprof. Tran	47.0	41.4	30.8	43.8	31.7	47.6	43.5	42.5	41.0
Paraprof. Int	29.2	36.6	33.3	43.3	22.4	62.5	47.4	38.9	38.1
Translator Paper 1	22.6	21.1	33.3	17.6	20.7	38.5	27.0	28.2	23.0
Paper 2	23.2	25.3	50.0	15.9	37.9	9.1	39.1	22.9	28.0
Interpreter	11.1	21.7	0.0	31.6	31.4	50.0	14.7	19.4	21.4
Advanced Trans Paper 1	-	14.3	0.0	0.0	0.0	-	25.0	0.0	14.3
Paper 2	-	33.3	0.0	0.0	0.0	-	0.0	50.0	25.0

National Average Pass rate for all tests = 31.6% (includes results for overseas candidates).

Note: Table 8 includes pass rates for special tests.

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 9 below). During the year under review, 120 requests for testing in these languages were added to the list bringing the total to 1231. The languages of strongest demand within this category include Hokkien (107), Urdu (86), Hebrew (71), Danish (58), Swedish (60), Assyrian (59), Armenian (41), Norwegian (31), Tamil (52), Lithuanian (34), and Tetum (23), Bosnian (49), Pashto (27), Sinhalese (38).

In view of the growing demand for accreditation tests in the above languages, NAATI will continue to establish new examiners panels each year with a view to introducing accreditation testing in a wider range of language.

Table 9: Number of Language Entries Seeking Accreditation in Languages Never Likely to be Tested: 1990 - 1994

Test	30.6.90	30.6.91	30.6.92	30.6.93	30.6.94
Level 1 *	93	104	104	111	110
Paraprofessional Interpreter	247	281	351	427	483
Translator	79	79	90	114	123
Interpreter	73	77	89	116	122
Advanced Translator	2	0	0	0	0
TOTAL	706	761	914	1111	1231

* Discontinued after 31.12.94.

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 10 below demonstrates that the backlog was reduced again in the period under review from 3863 at 30 June 1993 to 3,482 at 30 June 1994. The backlog has been significantly reduced for the Paraprofessional Tests in Translation since the current testing programs offered a very wide range of languages at this level. In the last twelve month period the backlog has been reduced for this level from 2332 to 2080. There has been an increase for the professional level from 901 to 1255. There is also a strong indication that the backlog has stabilised at a number 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, since 1990 the number of new applicants has consistently exceeded this number and shown signs of consistent growth. The 2558 new candidates in 1993/94 was the highest number of new candidates in any one year to date. They requested 6862 accreditations or 2.68 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 10: Status of Language Entries in Relation to Invitations to Tests: at 30 June 1992, 30 June 1993 and 30 June 1994

(a) 30 June 1992					
Test Type	Not Yet Inv (1)	Inv. Once	Inv. Twice	Inv. Thrice	Removed (2)
Language Aide	497	1259	1540	1	29
Paraprofessional Translator	1623	1710	1896	6	2750
Paraprofessional Interpreter	1335	2189	2382	842	1873
Translator	580	752	629	13	3797
Interpreter	301	709	516	476	2921
Advanced Translator	141	103	43	71	68
Total	4477	6722	7006	1409	16243

(b) 30 June 1993					
Test Type	Not Yet Inv (1)	Inv. Once	Inv. Twice	Inv. Thrice	Removed (2)
Language Aide	490	1264	1540	0	32
Paraprofessional Translator	1315	2021	2025	503	2897
Paraprofessional Interpreter	1017	2363	2443	798	2827
Translator	589	881	620	474	3867
Interpreter	312	685	531	413	3405
Advanced Translator	140	88	59	59	88
Total	3863	7302	7218	2247	17919

(c) 30 June 1994					
Test Type	Not Yet Inv (1)	Inv. Once	Inv. Twice	Inv. Thrice	Removed (2)
Language Aide	11	4	72	3190	32
Paraprofessional Translator	949	1673	1781	1867	3377
Paraprofessional Interpreter	1131	2516	1852	1725	3583
Translator	718	1054	707	429	4408
Interpreter	537	807	532	358	3821
Advanced Translator	136	82	59	33	133
Total	3482	6136	5003	7602	20107

- (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, e.g., death of an applicant, withdrawal of application for testing, or permanent relocation overseas.

B.1.2.4 Testing Activities: Summary

Table 11 below summarises the statistics on applicants and language entries for the 1993/94 period. During the period NAATI received 2,558 new applications for accreditation. In the period under review 1,069 candidates received their first accreditation and an additional 387 candidates received a second, third or more accreditation, giving a total of 10,349 accredited persons at the end of the period under review. At 30 June 1994 these persons held 16,900 accreditations, while 858 persons held 1,721 recognitions. Of the 16,900 accreditations 5,903 are at the Interpreter and Translator Level, 226 at the Advanced Translator and Conference Interpreter level and 19 at the Advanced Senior level.

Table 11: Applicant Statistics: Persons and Languages Entries: 1993/94

a) PERSONS

Number of applicants, up to 30.6.1993	23,770
Number of new applicants 1.7.1993-30.6.1994	2,558
Total number of applicants, as at 30.6.1994	26,328
Number of persons accredited, up to 30.6.1993	9,280
Number of applicants accredited, 1.7.93-30.6.1994 without previous accreditations	1,069
Total number of persons accredited as at 30.6.1994	10,349
Number of persons recognised, up to 30.6.93	805
Number of persons recognised 1.7.93-30.6.94	53
Total number of persons recognised as at 30.6.94	858
Total persons accredited and/or recognised at 30.6.93	10,085
Total persons accredited and/or recognised at 30.6.94	11,207

b) LANGUAGE ENTRIES

Number of language entries, up to 30.6.1993	65,893
Number of new language entries 1.7.93-30.6.94	6,862
Total number of language entries as at 30.6.1994	72,755
Number of language entries accredited up to 30.6.93	15,160
Number of language entries accredited 1.7.93-30.6.94	1,740
Total number of language entries accredited as at 30.6.94	16,900
Number of language entries recognised up to 30.6.1993	1,613
Number of language entries recognised 1.7.91-30.6.94	108
Total number of language entries recognised as at 30.6.94	1,721
Total number of language entries accredited/recognised as at 30.6.93	16,773
Total number of language entries accredited/recognised as at 30.6.94	18,621

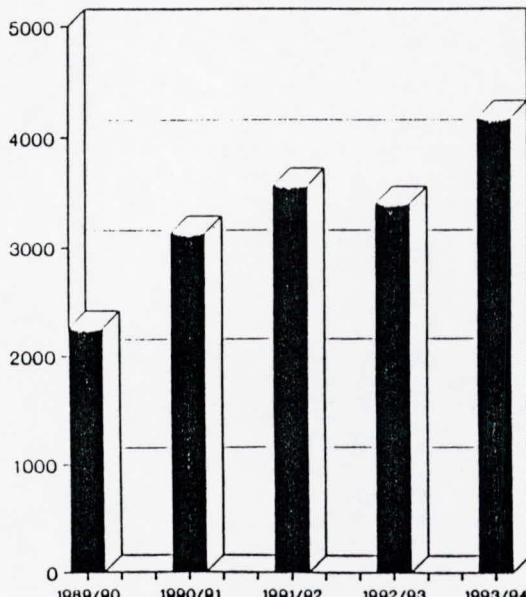
The general trends in the testing process are demonstrated by Graphs 1 to 3. Graph 1 illustrates the size of the various testing programs between 1989 and 1994. It can be seen that the 1993/94 program contained a significantly larger number of tests.

Graph 2 illustrates the person statistics at 30 June 1994. As expected, it can be seen that New South Wales and Victoria have the largest number of applicants and accredited persons. In most States, approximately 40% of applicants are accredited, the only exception being Tasmania which has approximately 33% 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 of activity associated with the testing program for 1993/94 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 South Australia, Queensland and Western Australia are comparable in the level of activity for all three categories at approximately 17% 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 20% 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 1990-1994
Accreditation Tests

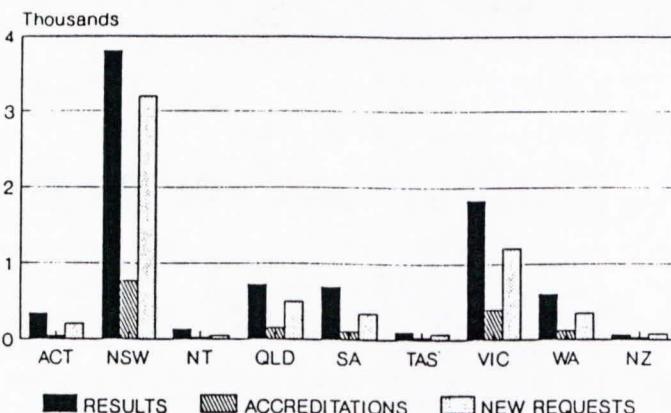


Based on Language Entries

Graph 2

TESTS: 1.7.93 to 30.6.94

Results, Accreditations, New Requests

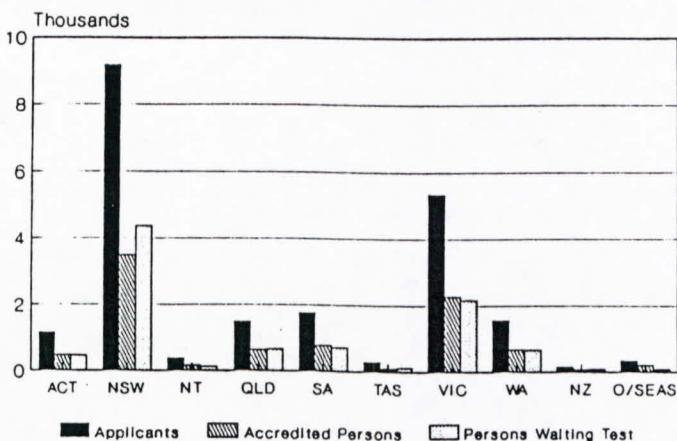


Based on Language Entries

Graph 3

PERSON STATISTICS: 30.6.94

Applicants, Accredited, Awaiting Tests



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 6,862 requests for accreditations of which 6207 were for tests. To date, 12,182 accreditations have been awarded on the basis of testing with 1340 being awarded in the period under review. Approximately 66% 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 specialist sub-committees of the NAATI Board met to discuss the recommendations of the Sang/Giguere report on the evaluation of the NAATI test formats in relation to the I/T requirements within the workplace. The sub-committees formulated recommendations to the Qualifications Assessment and Advisory Committee which in turn, forwarded its recommendations to the Board of Directors. In December 1993 the Board took the following decisions with regard to test policy:

- 1 NAATI is to give further consideration to developing ways in which it can deal with the problem of making testing available in languages of low demand.
- 2 Admission tests are not to be introduced but additional efforts will be made to inform candidates of test requirements and procedures.
- 3 NAATI will continue with non-compulsory pre-test workshops for candidates and monitor the progress of candidates attending (i.e. withdrawals and pass/fail results) in order to judge the effectiveness of workshops. NAATI will also explore other methods of pre-test training, e.g. video, audit classes on approved courses, training manuals, reading reference lists, etc.
- 4 The ethics and social/cultural components will be built into the interpreting test dialogues based on scenarios/questions which will cover ethical dilemmas, professional conduct, social and cultural awareness and socio-political contexts appropriate for all ethnic communities.

This approach will be trialled in the 1995/96 program with a view to ensuring test validity and monitoring candidate reaction.

- 5 The percentage marks allocated to this part of the test will be increased from 10% to 20%, with a specified minimum mark of 4/10 to pass each section;
- 6 No changes will be made to the length of the consecutive passage on the Interpreter Test (formerly level 3).
- 7 NAATI will notify candidates of the topics of the consecutive passages on the Interpreter test (formerly level 3) one week before the test. The field and sub-field of the topic will be identified; eg. Medical: cardiology.
- 8 In the interests of maintaining standards, the requirement for failed candidates to re-sit the complete test will be retained.
- 9 Sight translation in the Interpreter Test (formerly level 3) will not be introduced.
- 10 Simultaneous interpreting in the Interpreter Test (formerly level 3) will not be introduced.
- 11 No changes will be made to the length of the passages on the Translator test (formerly level 3).
- 12 A compulsory passage on the Translator Test (formerly level 3) will not be introduced.
- 13 NAATI will retain the system of using the same English passages for the translation tests in all languages, but seek advice on the possible need for amendments in the future.
- 14 Two ethics questions will be introduced to the Translator Test, asked in English and answered in either English or LOTE and will require a minimum mark of 4/10.

- 15 NAATI will pursue ongoing research into aspects of reliability and validity of tests and attempt to identify I/T test experts internationally.
- 16 NAATI will continue to train examiners by all means possible on a regular and continuing basis.

Review of Eligibility Criteria

In addition, the decision to discontinue accreditation facilities for paraprofessional translating necessitated a review of the eligibility criteria for the paraprofessional and first professional levels of testing. Accordingly, the Board approved the following eligibility criteria to be implemented from 1 January 1995:

Paraprofessional Level

Candidates must have general education equivalent to at least 4 years of Australian secondary education and demonstrated proficiency in both languages, indicated through one or more of the following:

- i) a demonstrable involvement in I/T within the community;
- ii) reaching a satisfactory rating in an English and/or foreign language proficiency test;
- iii) a pass in a Language Aide test in the language in which testing is required.

In cases where a person's education has been interrupted for any special reasons, these criteria may be waived at the discretion of NAATI.

First Professional Level

- i) Interpreting:

Candidates must have general education to degree or diploma level; or NAATI accreditation as an interpreter at the paraprofessional level in the language in which they are seeking testing.

- ii) Translation

Candidates must have general education to degree or diploma level; or NAATI accreditation as a Paraprofessional Translator in the language in which they are seeking testing;

OR:

From 1 January 1995, demonstrated work experience attested to by an employer; or evidence of relevant post-secondary studies.

(Note: Paraprofessional translation will be phased out after 31 December 1994 except for languages of special community need for recent immigrant and refugee arrivals and for the Aboriginal and Torres Strait Islander languages.)

Review of Test Reliability

At the end of the previous financial year, the Board commissioned a research project to the Australian Council for Education Research to analyse selected NAATI tests in terms of reliability, including comparability of test results from year to year, comparability of test results across languages, issues of within-test comparability/reliability and inter-marker reliability. Although the project was due for completion within the financial year, the ACER was unable to meet its obligation to the agreed time framework. It is anticipated that the report will be forthcoming early in the next financial year.

B.2 COURSES OF STUDY

B.2.1 Approval/Re-Approval of Courses

Submissions for approval/re-approval of I/T courses from the institutions listed below were assessed.

Results of assessments made as at 30 June 1994.

A - approved
R - re-approved

A	ACTRAC National Curriculum	National Diploma in Interpreting - Paraprofessional
A	Southbank Institute of TAFE	New language stream: AUSLAN (1994)
A	Deakin University	M.A. in Translation (Advanced Translator - English into Mandarin) (preliminary approval for 1994 only)
A	Deakin University	Graduate Diploma in Interpreting/ Translating: new language stream: Cantonese (1994-1997)
A	CMC Perth	New language streams: Kriol, Walmajarri (1994-95), as part of the Aboriginal Interpreter Training Project.

NOTE:

All Paraprofessional Interpreting courses were given a one year extension to their existing terms of approval, pending the introduction of the National Curriculum (National Diploma of Interpreting) in January 1995.

A list of NAATI-approved courses as at 30 June 1994 can be found at Appendix VII.

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 12 Number of Accreditations by Course - 1/7/93 to 30/6/94

	CI/AT	I/T	PPI/PPT	Total
<u>Australian Capital Territory</u>				
ACT Institute of TAFE	N/A	N/A	0	0
Canberra CAE	N/A	0	N/A	0
				--
				0
<u>New South Wales</u>				
University of Western Sydney, Macarthur	N/A	34	31	65
Petersham TAFE	N/A	N/A	39	39
Sydney TAFE	N/A	N/A	5	5
Liverpool TAFE	N/A	N/A	N/A	0
University of Wollongong	N/A	N/A	2	2
University of NSW	N/A	N/A	14	14
				--
				125
<u>Northern Territory</u>				
NT University (Institute of TAFE)	N/A	N/A	0	0
<u>Queensland</u>				
South Brisbane TAFE	N/A	N/A	30	30
University of Queensland	3			3
				--
				33
<u>South Australia</u>				
University of Adelaide (formerly SACAE)	N/A	0	N/A	0
Adelaide TAFE	N/A	N/A	30	30
				--
				30
<u>Victoria</u>				
RMIT Technical College	N/A	N/A	62	62
Deakin University (formerly Victoria College) #	N/A	61	N/A	61
				--
				123
<u>Western Australia</u>				
Central Metropolitan College	N/A	N/A	29	29
Edith Cowan University # (formerly WACAE)	N/A	5	N/A	5
				--
				34
TOTAL ACCREDITATIONS	3	100	242	345

Key to Abbreviations:

- 1 CI/AT - Conference Interpreter/Advanced Translator (formerly level 4)
- 2 I/T - Interpreter/Translator (formerly level 3)
- 3 PPI/PPT - Paraprofessional Interpreter/Translator (formerly level 2)
- 4 N/A Not Available

Table 13: Number of Persons Accredited by Course

State	Level 91/92					Level 92/93					Level 93/94				
	AT/ CI	T/I	PPI/ PPT	1	T	AT/ CI	T/I	PPI/ PPT	1	T	AT/ CI	T/I	PPI/ PPT	1	T
<u>ACT</u>															
ACT TAFE	-	-	6	-	6	-	-	2	-	2	-	-	0	-	0
Canberra CAE	-	-	-	-	0	-	-	1	-	1	-	-	0	-	0
Total	-	-	6	-	6	-	-	1	2	-	3	-	0	0	0
<u>NSW</u>															
Uni of Western Sydney,															
Macarthur	-	33	11	-	44	-	20	9	-	29	-	21	21	-	42
Sydney TAFE	-	-	0	-	0	-	-	3	-	3	-	-	5	-	5
Petersham TAFE	-	-	24	7	31	-	-	20	1	21	-	-	39	0	39
Liverpool TAFE	-	-	-	23	23	-	-	-	2	2	-	-	-	0	0
University of Wollongong	-	-	1	-	1	-	-	1	-	1	-	-	2	-	2
University of NSW	-	-	-	-	-	-	-	3	-	3	-	-	7	-	7
Total	-	33	36	30	99	-	20	36	3	59	-	21	74	0	95
<u>NT</u>															
Northern Territory Uni (TAFE)	-	-	2	-	2	-	-	2	-	2	-	-	-	-	-
<u>QLD</u>															
University of Qld	-	-	-	-	0	2	-	-	-	2	3	-	-	-	3
South Brisbane TAFE	-	-	23	-	23	-	-	16	-	16	-	-	23	-	23
Total	-	-	23	-	23	2	-	16	-	18	3	-	23	-	26
<u>SA</u>															
University of Adelaide	-	6	-	-	6	-	10	2	-	12	-	-	0	-	0
Adelaide TAFE	-	-	29	-	29	-	-	38	-	38	-	-	30	-	30
Total	-	6	29	-	35	-	10	40	-	50	-	-	30	-	30
<u>VIC</u>															
Deakin University	-	*34	-	-	*34	-	*63	-	-	63	-	*41	-	-	41
RMIT TAFE	-	-	93	-	93	-	-	57	-	57	-	-	62	-	62
Total	-	34	93	-	127	-	63	57	-	120	-	41	62	-	103
<u>WA</u>															
Edith Cowan University	-	*2	1	-	3	-	*4	-	-	4	-	*4	-	-	4
Central Metropolitan College of TAFE	-	-	21	-	21	-	-	24	-	24	-	-	29	-	29
Total	-	*2	22	-	24	-	*4	24	-	28	-	*4	29	-	33
Totals Overall-	0	75	211	30	316	2	*98	177	3	280	3	66	218	0	287

* Total of B.A. & Post Graduate Students

Total Persons Accredited 1993/94 = 287; Total Accreditations = 345

B.3 Overseas Qualifications

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

Table 14: Number of Accreditations by Overseas Qualifications: 1/7/92 - 30/6/93

	<u>Awarded</u>	<u>Languages Covered</u>
<u>Former Level 3</u>		
Translator into other Language	20 accreditations	Arabic, Danish, Dutch, German, Italian Mandarin Russian, Spanish, Persian, Turkish
Translator into English	5 accreditations	Cantonese
Translator (both directions)	6 accreditations	Arabic, Mandarin, French, German
<u>Former Level 4</u>		
Advanced Translator (both directions)	5 accreditations	Arabic, German, French,
Advanced Translator into other language	1 accreditation	Arabic
Advanced Translator into English	2 accreditations	Spanish
<u>Former Level 5</u>		
Conference Interpreter (Senior)	7 accreditations	French, Russian, Madarin
Conference Interpreter (Senior) into English	1 accreditation	Russian
Advanced Translator (Senior) into English	1 accreditation	Russian
Advanced Transaltor (Senior) into other language	1 accreditation	Russian
Total number of applications assessed*:	83	
Total number of persons accredited:	44	
Total number of accreditations awarded:	54	

* Formal applications only (there are numerous enquiries also)

Table 15: Number of Accreditations by Overseas Qualifications: 1987/88 - 1993/94

The increase in the number of accreditations awarded on this basis reflects the new assessment procedures introduced in April 1992, ie. accreditation on the basis of overseas qualifications includes translation at Level 3. Accreditation at Level 3 in interpreting will remain unavailable on the basis of overseas qualifications assessment.

	87/ 88	88/ 89	89/ 90	90/ 91	91/ 92	92/ 93	93/ 94
# Number of applications received	N/A	N/A	N/A	N/A	70	85	83
**Number of persons accredited	13	18	10	5	27	57	44
Number of accreditations awarded:-							
Level 5	8			1	0	0	8
Level 4	16	17	8	6	8	14	6
Level 3	5	6	4	0	30	54	30
Total number of accreditations:	33	23	12	7	38	68	54

Complete computer records of applications received were not available until 1992/93. In this year, some of the total number of applications received were successful but accreditations were not actually awarded until 30.06.92.

** Figures from 1991/92 include accreditations by special overseas assessment, (in association with migration applications from overseas).

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 languages included in Table 16. Hindi Punjabi and Tongan were first tested in November 1993. Recognition in these languages were awarded between 1 July and 1 November 1993.

Table 16: Number of Recognitions awarded, 1/7/93-30/6/94

Amharic	7	Latvian	1
Armenian	1	Lithuanian	2
Assyrian	7	Oromo	2
Azerbaijani	2	Pushto	4
Bengali	1	Sinhalese	6
Bosnian	16	Somali	1
Burmese	3	Slovene	3
Cebuano	2	Swedish	1
Danish	1	Tamil	10
Fijian	2	Tigrinya	3
Hebrew	6	Tongan	1
Hindi	3	Taiwanese	2
Hokkien	1	Urdu	2
Kurdish	4	Wu (Shanghainese)	1
Total No of Recognitions Awarded		104	
* Total No of Persons		59	

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

It can be seen from the following statistics in Table 17 that the number of persons "Recognised" in the period under review has increased substantially from the previous year. 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 for Recognition in the case of languages for which NAATI is unable to offer testing.

Table 17: Number of Persons Recognised: 1988/89 to 1993/94

Year No of Persons	88/89 25	89/90 35	90/91 59	91/92 27	92/93 55	93/94 59

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 accreditation by each method has maintained its relative position and at approximately the same level. The most significant growth has been in accreditations on the basis of overseas qualifications which is a result of the change in policy which now permits such accreditations for translation at the first professional level (formerly level 3). In fact this reverts to earlier policy when such assessments were permitted prior to 1987. Another important reason is the system of special overseas assessments (submitted in association with migration applications) which was introduced in 1992. There has been an increase in the number of applications of this type. Over the longer term accreditation by testing has maintained its importance by providing the means of accreditation for approximately 70% of candidates.

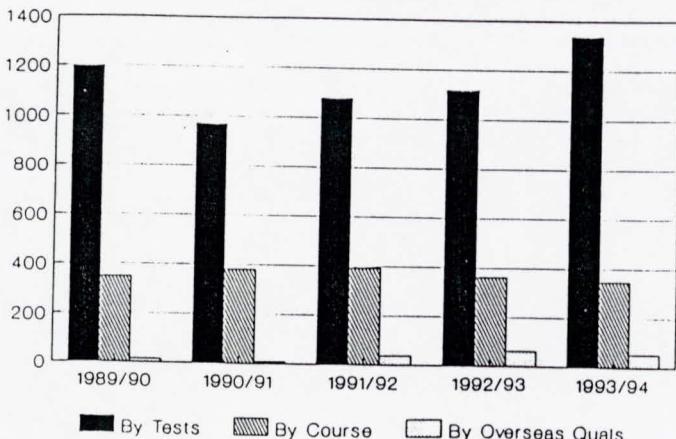
Graph 4 also illustrates that accreditations by course completion have remained relatively stable over the past five years, at between 350 and 450 per year, despite variations in testing programs. This year the number is slightly lower (345). It should be noted that of the 345 course accreditations, in the period under review, only 100 were at the first professional level (formerly level 3). As in the preceding year, a large number of accreditations (242) were granted at the paraprofessional level (formerly level 2), especially in interpreting (205, of which 62 were a result of the course at RMIT in Victoria). This reflects the commencement of the change in NAATI policy, i.e. the phasing out of translation at the paraprofessional level.

The trend in accreditation by overseas qualifications shows that it remained reasonably constant between 1988/89 and 1990/91 at approximately 30 per year. During this time accreditations were granted at the Senior Levels (formerly Levels 4 and 5) only. The number began to increase in 1992 (38) and 1993 (63) following the re-introduction of assessment (translation only) at the first professional level in April 1992 and the introduction of special overseas assessment procedures.

Graph 4

ACCREDITATIONS BY METHOD

By Test, Course, Overseas Qualification



B.6: The NAATI Review

Following the outcome of the Ministers Conference on 25 June 1993, NAATI was requested to develop a Three Year Corporate Plan in consultation with relevant stakeholders. The plan was to include implementation strategies to cover:

- funding arrangements
- a three year budget
- an implementation timetable
- regulation options (including registration)
- needs of isolated areas
- needs of aboriginal and deaf/sign languages.

Prior to the development of the Corporate Plan, NAATI met informally with shareholders to workshop a number of issues, including testing strategies, funding, new revenue sources, size and composition of the Board of Directors, regional services and regional offices and registration. On the basis of discussion, NAATI then formulated a draft Three Year Corporate Plan and a proposal for the Interpreter/Translator Registration Board. Both documents were presented to Officials at their meeting in October 1993.

At the October 1993 Officials Meeting, shareholders agreed that a further draft plan be considered at a special shareholders meeting in Sydney on 20 December 1993. Officials noted that in addition to the draft planning documentation a further document would address the issue of registration identifying modes of registration and associated processes. Officials also noted that a paper would be developed for their next meeting in March 1994 outlining in full the options for appointment processes to the NAATI board.

At the March 1994 Officials Meeting and Ministers Conference, Ministers noted the latest paper on NAATI directions and linked funding issues noting that these matters had now been on their agenda for several years without resolution. The Commonwealth/States and Territories could not reach consensus on the proposed Corporate Plan or Registration Board. Ministers resolved that the Commonwealth Department of Immigration and Ethnic Affairs would prepare papers for an out of session meeting of Officials to resolve the Corporate Plan directions for inclusion in NAATI Articles of Association and the principles and resourcing of the establishment of a Registration Board. The out-of session meeting was to be convened as soon as possible within the next financial year.

The financial year ended with NAATI being under "review" for the third consecutive year without resolution.

The Review imposed a number of constraints upon NAATI during the year. While trying to operate in the normal manner, again extra demands were placed on staff, particularly the Executive Director, to develop the Corporate Plan and Registration proposal for the consideration of shareholders. NAATI operations were also affected by the uncertainty of the review outcome. Expenditures on important equipment were curtailed and intended staff additions were postponed. The increased workloads on staff as a result of both natural growth and the inability to increase staff or introduce new labour-saving technology resulted in stress and kept staff morale at relatively low levels. In spite of these difficulties, NAATI experienced a very productive year as is witnessed by the list of major decisions and activities on pages 2 and 3 of this report.

B.7 Registration

During the year under review, a draft proposal for the Interpreter/Translator Registration Board was produced for consideration by shareholders. Discussion has continued, modifications have been made and consultations with AUSIT have been continuous. The registration proposal has been developed in conjunction with the NAATI three-year Corporate Plan. Discussion is still focussing around the question of state/territory government support and the method of funding the system.

B.8 NAATI Workshops in Capital and Non-Capital Cities

During the financial year 1993/94 NAATI increased its provision of training workshops throughout Australia. In total 49 programs were delivered as follows:

State	Preparatory for Trans.	Preparatory for Int.	Special Workshops
ACT	0	0	0
NSW	6	13	9
NT	1	1	0
QLD	2	2	0
SA	1	1	0
TAS	1	2	0
VIC	2	6	0
WA	1	1	0
TOTAL	14	26	9

The greatest growth in training provision was made in New South Wales where nineteen test preparatory workshops of three hour duration were delivered to NAATI candidates and nine twelve-hour programs were delivered to individuals and employers seeking specialised training. Workshops in other states concentrated on preparation for NAATI tests and ranged in duration from two to six and a half hours. Programs were designed to meet the needs of the participants.

It should also be noted that a pilot program was conducted in Coffs Harbour and Grafton in NSW in conjunction with the NSW Ethnic Affairs Language Services Division. The NSW Regional Officer travelled to these areas to assist with program delivery and to arrange for subsequent testing.

In addition to the delivery of training programs, NAATI testing was conducted in all the state/territory capital cities as well as the following centres:

Wollongong, NSW
Newcastle, NSW
Coffs Harbour, NSW
Parkes, NSW
Port Macquarie, NSW
Emerald, QLD
Townsville, QLD
Cairns, QLD

The conducting of tests in the NSW country towns was devolved to selected supervisors in each centre. The organisation of test venues and times was administered by the NSW and Queensland NAATI Offices in the capital cities. Although NAATI could have conducted tests in other centres in Australia, no demand was forthcoming during the year under review.

B.9 NAATI National Staff Training Workshop

In accordance with the government requirements in relation to employer obligations for staff development, NAATI organised its first national staff training workshop since 1987. The workshop was convened on 7-8 April 1994 in Canberra with a view to developing new skills and management techniques, to assist with the national standardisation of policy and procedures and to build staff morale. The first part of the program was delivered by the Australian Management Institute and covered issues of time and task management which was relevant to all staff as well as other issues of management which were more relevant to senior officers. The second part of the program was delivered by the Executive Director with assistance from senior staff with a view to promoting greater standardisation of policy interpretation and procedural operations.

The workshop was most successful with benefits already showing by the end of the financial year.

B.10 NAATI Contributions to National/State Inquiries or Developments

B.10.1 The ACTRAC National Curriculum for Paraprofessional Courses in I/T

During 1993, under the auspices of the Australian Committee for Training Curriculum (ACTRAC), a project team, including the Executive Director of NAATI, was formed to develop a national curriculum for Paraprofessional Interpreting Courses. The team was led by Mr Rhys Williams of RMIT and aimed to develop a competency profile, a course structure and resource materials that would be common to all Paraprofessional courses in Australia. Methods of providing articulation between Paraprofessional courses and the basic professional courses and distance mode education techniques were also to be investigated.

The project commenced in March 1993 at which competency profiles were developed and continued throughout the 1993/94 financial year. It was anticipated that the project would be completed early in the next financial year with implementation from 1 January 1995.

B.10.2 ACT Language Policy

NAATI participated in the ACT Language Policy consultancy group and in particular made recommendations for clarifications in relation to interpreting and translation components of the draft policy document. NAATI also recommended that specific references should be made to Aboriginal and Torres Strait Islander languages in the ACT.

The work of the consultative group continued throughout the period under review.

B.11 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:

AUSIT, National Executive representatives and State Branch officials on 25 August 1993 (Adelaide), 30 October 1993 (Melbourne), 1 December 1993 (Brisbane), 11 May 1994 (Canberra)

The Regional Advisory Committees of SA (25 August 1993), of QLD (1 December 1993), and of the ACT (11 May 1994)

Prof. Timoti Karetu and Mr Matene Ruawai of the Maori Language Commission, 13-14 July 1993

Prof. Ian Falconer, Deputy Vice Chancellor (Academic) University of Adelaide, 25 August 1993

Mr John Williams, S.A. State Director of DIEA, 25 August 1993

Mr Neven Marovich and colleagues from SA College of TAFE, 25 August 1993

Mr John Mahoney, QLD State Director of DIEA, 1 December 1993

Ms Ronda Dove and colleagues of Southbank Institute of TAFE, 1 December 1993

Prof. Allen Rix, Prof. Peter Cryle of University of Queensland, 1 December 1993

Ms Maree Madden of Griffith University, 1 December 1993

Representatives of Department of Immigration and Ethnic Affairs (Ms Eva Kmiecic, Mr David Doherty, Ms Lin Franchimon), 11 May 1994

Mr Joseph Lo Bianco, NLLIA, 11 May 1994

Mr John Williams-Mozley, Attorney General's Dept, 11 May 1994

In addition, NAATI was represented at the following conferences/seminars by the Chairman, the Executive Director and/or other senior officers. Conferences at which NAATI presented papers and/or chaired sessions are indicated by an asterisk.

The International Japanese/English Translators Conference (IJET); 15-17 July 1993*

The Conference of the I/T Educators Association (CITEAA); 28-30 October 1993*



Part C: Financial Report

C.1 Overview

Operations in the year ended 30 June 1994 resulted in an audited surplus of \$34,327, up from the 1993 loss of \$14,107 by \$48,434. The Authority's revenue was greater than in the previous year by \$188,082 giving a total revenue of \$1,597,831. The majority of the increased revenue was derived from exam fees (+\$86,509) and "other" revenue (+\$77,065), government revenue rising marginally by \$11,000. During 1993/94 NAATI self-generated the highest proportion of its revenue to date at 54.3%, an improvement of 3.3% over that for 1992/93.

Expenditure also increased during the year under review by \$126,140. The main areas of expenditure to increase were salaries (by \$30,038), superannuation (by \$8,263), test expenditure (by \$40,003), office rental (by \$10,607) and provision for annual leave (by \$22,508). By adding the accumulated profit of the preceding year (\$406,527) to the current operating surplus of \$34,327, the Authority has accumulated a profit of \$440,854 at 30 June 1994. 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: 1993/94

Table 18 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 1992, 1993 and 1994. The table is based on cash flow operations during the year and indicates a cash surplus of \$34,327 on 30 June 1994. This caused a small increase in the reserves to commence the new financial year. The reserves were sufficient for NAATI to commence the new 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, three Governments paid their full subsidy in two half year payments (NSW, NT, VIC), two governments made their contributions in three payments (SA and TAS) and four governments paid quarterly (Commonwealth, ACT, QLD, WA). This variation increased the administrative procedures and reduced investment opportunities.

Table 18: NAATI Income and Expenditure 1991/92 to 1993/94

	1991/92	1992/93	1993/94
A. INCOME			
1. <u>Government</u>			
Commonwealth	362,275	363,000	374,000
ACT	5,900	6,000	6,000
New South Wales	122,150	124,000	124,000
Northern Territory	3,100	3,150	3,150
Queensland	56,300	57,150	57,150
South Australia	30,500	31,000	31,000
Tasmania	9,800	9,950	9,950
Victoria	92,000	93,400	93,400
Western Australia	31,050	31,500	31,500
Total	713,075	(50.4%)	\$719,150 (51.0%)
2. <u>Non-Government</u>			
Testing-Related (a)	502,914	483,052	569,561
Other	197,619	207,567	298,120
Total	700,533	(49.6%)	867,681 (54.3%)
Total Income	1,413,608	1,409,769	1,597,831 (100%)
B. EXPENDITURE			
Testing-Related (b)	255,796 (19.7%)	263,567 (18.5%)	303,570 (19.4%)
Other	1043,220 (80.3%)	1,160,309 (81.5%)	1,259,934 (80.6%)
MOC			
Total Expenditure	1,299,016 (100%)	1,423,876 (100%)	1,563,504 (100%)
C. SURPLUS/(DEFICIT)	114,592	(\$14,107)	34,327

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

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

C.3 Financial Statements: 1993/94

The following pages provide the audited reports for the financial year ending 30 June 1994. The balance sheet indicates an accumulated profit for the company of \$440,854 as compared to an accumulated profit of \$406,527 in the preceding year. The detailed profit and loss statement for the year ending 30 June 1994 shows a net operating profit for the year of \$34,327. This represents an increase in operating profit from the previous year of \$48,431. Contributing to the reversal from an operating loss to an operating profit was an increase in operating revenue of \$174,574 in relation to a smaller increase in operating expenditure of \$126,140.

An analysis of the financial statements for 1993/94 indicate a number of trends:

- a) the maintenance of Government revenue at 1992/93 dollar levels, resulting in a real decrease in disposable revenue;
- b) the increase in the proportion of non-Government income to 54.3%;
- c) an increase (8.8%) in expenditure in the year under review mostly attributable to salaries, provisions, office rental and testing;
- d) an increase in testing expenditures (15.2%) reflecting the 22.7% increase in the number of tests conducted but offset by the 17.9% increase in test revenue;
- e) the maintenance of a near break-even result.

In accordance with the change of policy in late 1987, the financial resources in 1993/94 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 Company Limited By Guarantee)
A.C.N. 008 596 996

Independent Audit Report to the members of National Accreditation Authority for Translators and Interpreters Ltd.

Scope

We have audited the financial statements, being the Statement by Directors, Profit and Loss Account, Balance Sheet, Statement of Cash Flows and notes to and forming part of the financial statements of the National Accreditation Authority for Translators and Interpreters Ltd for the year ended 30 June 1994. The Authority's directors are responsible for the preparation and presentation of the financial statements and the information they contain. We have conducted an independent audit of these financial statements in order to express an opinion on them to the members of the Authority.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, 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 financial statements are presented fairly in accordance with Australian accounting standards and statutory requirements so as to present a view of the Authority which is consistent with our understanding of its financial position and the results of its operations and cash flows.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion, the financial statements of the National Accreditation Authority for Translators and Interpreters Ltd are properly drawn up:

- (a) so as to give a true and fair view of:
 - (i) the state of affairs as at 30 June 1994, and of the profit and cash flows for the year ended on that date of the Authority and;
 - (ii) the other matters required by Division 4, 4A and 4B of Part 3.6 of the Corporations Law to be dealt with in the financial statements;
- (b) in accordance with the provisions of the Corporations Law; and
- (c) in accordance with applicable Accounting Standards

HARDWICKE'S
Chartered Accountants

Robert J. Johnson



Date: 26 October 1994
Canberra

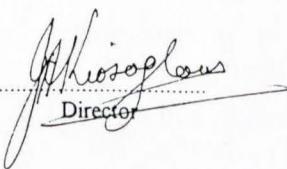
**NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LTD.
(A Company Limited By Guarantee)
A.C.N. 008 596 996**

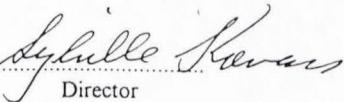
STATEMENT BY DIRECTORS

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, 1994;
 - 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.

This statement is made in accordance with a resolution of the Board of Directors and is signed for and on behalf of the directors by:

Date: 3 November 1994


John Hislop
Director


Sylville Kavars
Director

**NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LTD.**
(A Company Limited By Guarantee)
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BALANCE SHEET AS AT 30TH JUNE, 1994

1993		Note	1994
	CURRENT ASSETS		
505,232	Cash	4	577,352
30,293	Other	5	9,699
<u>535,525</u>	TOTAL CURRENT ASSETS		<u>587,051</u>
	NON-CURRENT ASSETS		
82,848	Property, Plant and Equipment	6	79,732
<u>82,848</u>	TOTAL NON-CURRENT ASSETS		<u>79,732</u>
<u>\$618,373</u>	TOTAL ASSETS		<u>666,783</u>
	CURRENT LIABILITIES		
72,860	Creditors and Borrowings	7	78,854
37,865	Provisions	8	58,661
65,854	Other	9	42,598
<u>176,579</u>	TOTAL CURRENT LIABILITIES		<u>180,113</u>
	NON-CURRENT LIABILITIES		
<u>35,267</u>	Provisions	10	<u>45,816</u>
<u>35,267</u>	TOTAL NON-CURRENT LIABILITIES		<u>45,816</u>
<u>211,846</u>	TOTAL LIABILITIES		<u>225,929</u>
<u>\$406,527</u>	NET ASSETS (LIABILITIES)		<u>\$440,854</u>
	ACCUMULATED FUNDS		
<u>\$406,527</u>	Retained Profits		<u>\$440,854</u>

**NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LTD.
(A Company Limited By Guarantee)
A.C.N. 008 596 996**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE, 1994**

NOTE 1 - STATEMENT OF ACCOUNTING POLICIES

The accounts have been prepared in accordance with applicable Accounting Standards and the Corporations Law, including the disclosure requirements of Schedule 5 of the Corporations Regulations. The financial statements have also 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. Costs is based on the fair values of the consideration given in exchange for the 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 financial statements.

Property, Plant & Equipment

Property, plant and equipment are brought to account at cost or at independent or directors' valuation, less, where applicable, any accumulated depreciation or amortisation. The carrying amount of property, plant and equipment is reviewed annually by directors to ensure it is not in excess of the recoverable amount from these assets.

The depreciable amount of all fixed assets is depreciated over their 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 arising from services rendered by employees to the reporting 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. The provision for long service leave includes the Authority's current legal obligations and the expected future payments where no legal entitlement has arisen.

Liabilities have not been discounted to their present values.

Contributions are made by the Authority to an employee superannuation fund and are charged as expenses when incurred.

**NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LTD.
(A Company Limited By Guarantee)
A.C.N. 008 596 996**

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

Income Tax

The Authority is exempt from income tax under Section 23 of the Income Tax Assessment Act.

NOTE 2 - OPERATING REVENUE

Included in the Operating Profit (Loss) are the following items of Operating Revenue:

	1993	1994
483,052	Exam Revenue	569,561
719,150	Grant Revenue	730,150
221,055	Other Revenue	298,120
<hr/> <u>\$1,423,257</u>		<hr/> <u>\$1,597,831</u>

NOTE 3 - OPERATING PROFIT (LOSS)

The Operating Profit (Loss) Before Income Tax has been determined after:

(a) charging the following items:

	1993	1994
25,110	Depreciation of property, plant & equipment	20,843
	Provisions:	
(1,712)	Holiday Pay	20,796
13,024	Long Service Leave	10,549

(b) crediting as income the following items:

35,092	Interest Received from other persons	22,195
--------	--------------------------------------	--------

**NATIONAL ACCREDITATION AUTHORITY FOR
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NOTES TO AND FORMING PART OF THE ACCOUNTS
(Cont'd)

NOTE 4 - CASH

96,863	Deposits at Call - MLC	43,490
355,664	Deposits with Savings Banks	311,012
1,396	Petty Cash	1,335
38,328	Cash at Bank - ACT	210,350
1,451	Cash at Bank - NSW	2,664
3,029	Cash at Bank - VIC	1,852
1,026	Cash at Bank - QLD	1,162
2,013	Cash at Bank - SA	1,326
3,139	Cash at Bank - WA	1,789
1,454	Cash at Bank - NT	1,164
869	Cash at Bank - TAS	1,208
<u>\$505,232</u>		<u>\$577,352</u>

NOTE 5 - OTHER ASSETS

CURRENT	
12,989	Accrued Income
737	NSW Bond Money
3,567	Prepayments
13,000	Federal Government CPI Grant in Arrears
<u>\$30,293</u>	<u>\$9,699</u>

NOTE 6 - PROPERTY, PLANT & EQUIPMENT

1993		1994
179,590	Office Equipment - At Cost	226,583
123,782	Less: Accumulated Depreciation	170,443
<u>55,808</u>		<u>56,140</u>
47,512	Furniture & Fittings - At Cost	51,068
20,472	Less: Accumulated Depreciation	27,476
<u>27,040</u>		<u>23,592</u>
<u>\$82,848</u>	Total Property Plant & Equipment	<u>\$79,732</u>

**NATIONAL ACCREDITATION AUTHORITY FOR
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**NOTES TO AND FORMING PART OF THE ACCOUNTS
(Cont'd)**

NOTE 7 - CREDITORS & BORROWINGS

CURRENT	
<u>\$72,860</u>	Trade Creditors

\$78,854

NOTE 8 - PROVISIONS

CURRENT	
<u>\$37,865</u>	Provision for Annual Leave

\$58,661

NOTE 9 - OTHER LIABILITIES

CURRENT	
40,568	Accrued Charges
8,336	Exam Fees in Advance
16,950	Entry Fees in Advance
<u>\$65,854</u>	

24,161

3,982

14,455

\$42,598

NOTE 10 - PROVISIONS

NON-CURRENT	
<u>\$35,267</u>	Provision for Long Service Leave

\$45,816

NOTE 11 - AUDITORS' REMUNERATION

1993		1994
	Amounts Received or due and Receivable by the Auditors of the Authority for:	
8,500	- Auditing Services	8,900
8,300	- Other Services	<u>7,150</u>
<u>\$16,800</u>		<u>\$16,050</u>

**NATIONAL ACCREDITATION AUTHORITY FOR
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**NOTES TO AND FORMING PART OF THE ACCOUNTS
(Cont'd)**

NOTE 12 - DIRECTORS' REMUNERATION

Amounts received, or due and receivable by

\$50,300 the Directors of the Authority \$52,893

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

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

**NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LTD.
(A Company Limited By Guarantee)
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**PROFIT & LOSS STATEMENT
FOR THE YEAR ENDED 30TH JUNE, 1994**

1993	1994	
GOVERNMENT REVENUE		
363,000	Commonwealth Government	374,000
6,000	ACT Government Revenue	6,000
124,000	NSW Government Revenue	124,000
93,400	VIC Government Revenue	93,400
57,150	QLD Government Revenue	57,150
31,000	SA Government Revenue	31,000
31,500	WA Government Revenue	31,500
3,150	NT Government Revenue	3,150
9,950	TAS Government Revenue	9,950
\$719,150	Total Government Revenue	
\$730,150		
TEST-RELATED REVENUE		
580	Level 1	325
65,695	Level 2 - Translation	113,402
95,714	Interpreting	116,774
1,059	Review	1,085
101,710	Level 3 - Translation	122,715
82,455	Interpreting	88,084
2,844	Review	3,870
6,010	Level 4 - Translation	6,915
240	Review	270
65,000	"On Demand" Tests	49,570
53,975	Sale of Sample Tests	62,776
1,800	Viewing of Tests	3,015
5,970	Cancellation Fees	760
\$483,052	Total Testing Revenue	
\$569,561		
LESS TESTING EXPENDITURE		
580	Marking - Level 1	250
1,140	Setting - Translation Level 2	2,400
3,450	Setting - Interpreting Level 2	6,173
17,200	Marking - Translation Level 2	28,645
22,384	Marking - Interpreting Level 2	21,184
915	Level 2 - Review of Tests	1,469
4,280	Setting - Translation Level 3	4,370
12,105	Setting - Interpreting Level 3	11,755

**NATIONAL ACCREDITATION AUTHORITY FOR
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**PROFIT & LOSS STATEMENT
FOR THE YEAR ENDED 30TH JUNE, 1994
(Cont'd)**

1993	1994
81,320	Marking - Translation Level 3
29,665	91,175
2,402	Marking - Interpreting Level 3
3,850	33,245
(153)	Level 3 - Review of Tests
4,070	3,729
310	Setting - Translation Level 4
1,698	1,911
5,983	Setting - Interpreting Level 4
1,565	(700)
724	Marking - Translation Level 4
2,780	3,603
1,197	310
2,941	Level 4 - Review of Tests
7,128	4,416
1,968	Typing/Recording of Tapes
2,211	5,937
50	Tape Purchase
14,446	67
16,539	Tape Duplication/Erasure
9,709	59
9,368	Hire of test Venues
992	5,572
630	Printing of Certificates
120	2,941
-	Supervision/Invigilation - Translations
263,567	7,128
\$219,485	Supervision/Moderation - Interpreting
	Live Examiners
	Readers for Interpreting Tests
	Technician Interpreting Tests
	Marking - "On Demand" Tests
	14,446
	Sample Tests
	16,539
	Language Aide
	9,709
	Language Panel Honorarium
	9,368
	Miscellaneous Testing Expenditure
	992
	Monitoring - Interpreting Level 2
	630
	Monitoring - Interpreting Level 3
	120
	Monitoring - Translation Level 2
	- Monitoring - Translation Level 3
	263,567
	Total Testing Expenditure
	\$219,485
	Net Profit on Testing

**NATIONAL ACCREDITATION AUTHORITY FOR
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**PROFIT & LOSS STATEMENT
FOR THE YEAR ENDED 30TH JUNE, 1994**
(Cont'd)

1993	1994
OTHER REVENUE	
50,940	Application Fees
7,045	Late Application Fee
-	Cancellation Fee
-	Newsletter Advertising
2,095	Re-instatement Fee
5,305	Overseas Qualifications
2,475	Recognition Fee
10,978	Sale of Initial Certificates - Level 2
7,490	Sale of Initial Certificates - Level 3
180	Sale of Initial Certificates - Level 4
7,151	Accreditation by Local Course
6,017	Course Accreditation
147	Sale of Courses Booklet
6,106	Sale of Directory
70	Sale of Annual Report
13,268	Sale of NAATI News
118	Sale of Candidates Manual
6,377	Sales - Working with Interpreters
4,650	Sale of ID Cards
1,683	Sales - Ethics of the Profession
1,620	Sale of Video
35,092	Interest
1,380	Workshops - ACT
11,195	Workshops - NSW
2,384	Workshop - QLD
1,170	Workshop - SA
100	Workshops - TAS
5,754	Workshops - VIC
2,351	Workshops - WA
7	SAPTI Publications
1,445	Course Accreditation's - Annual
1,274	Special Overseas Assessment Fee

**NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LTD.**
(A Company Limited By Guarantee)
A.C.N. 008 596 996

**PROFIT & LOSS STATEMENT
FOR THE YEAR ENDED 30TH JUNE, 1994**
(Cont'd)

1993

1994

18,854	Directory Entry Fee	16,905
980	Sale of Jill Blewitt Book	375
2,465	Sale of Interpreting and the Law	525
2,360	Sale of Interpreting in Australia	2,512
-	Sale of Translator Stamps	13,320
-	Sale of RMIT Publications	486
529	Other Revenue	95
-	Interpreters Awareness Day	15,265
\$221,055	Total Other Revenue	\$298,120

TOTAL OPERATING EXPENDITURE

8,300	Accountancy Fees	7,150
5,238	Advertising	912
4,865	AUSIT Costs	5,000
8,500	Auditor's Remuneration	8,900
6,159	Bank Charges	6,686
507	Books Purchase	1,248
11,310	Board and Lodging	11,728
33,245	Computer Consultant	21,109
10	Cost of ID Cards	140
25,110	Depreciation	20,843
50,300	Directors' Remuneration	52,893
6,835	Electricity	7,132
6,908	Equipment Hire	6,484
2,322	Minor Equipment - Purchase	-
7,106	Equipment - Repairs and Maintenance	9,718
1,022	Minor Furniture & Fittings - Purchase	-
30	Filing Fees	30
606	Hire of Meeting Venues/Other	497
(1,712)	Provision for Annual Leave	20,796
3,711	Insurance - Contents/Public Liability	5,323
6,639	Insurance - Workers' Compensation	7,629
-	Interpreter Awareness Day	17,318
191	Legal Costs	351
175	Leo Cusson Royalties	-
761	Miscellaneous Expenses	2,031
72,736	Office - Rental	83,343

**NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LTD.**
(A Company Limited By Guarantee)
A.C.N. 008 596 996

**PROFIT & LOSS STATEMENT
FOR THE YEAR ENDED 30TH JUNE, 1994**
(Cont'd)

1993	1994	
6,524	Office - Upkeep (including cleaning)	8,025
2,145	Office Expenses	3,656
26,829	Payroll Tax	29,581
39,347	Postage/Courier	41,195
6,794	Printing - Directory	14,656
584	Printing - Annual Report	1,282
3,992	Printing - Newsletter	5,425
(32)	Printing - Working with Interpreters	3,139
3,075	Printing - Interpreting and the Law	-
38,483	Printing, Photocopying and Stationery	36,429
11,143	Publicity and Functions	3,262
13,488	Research and Development	2,080
216	Repairs & Maintenance	-
598,393	Salaries - Permanent/Contract	628,431
7,510	Salaries - Casual	15,569
11,228	Salaries - Overtime	17,598
1,871	Salaries - Higher Duties	212
4,988	Salaries - Rec. Leave Loading	4,984
13,024	Salaries - Long Service Leave	10,549
10,553	Staff Development/Training	15,128
41,512	Superannuation Contributions	49,775
24,830	Telephone/Facsimile	28,181
-	Translator Stamps	6,703
36,798	Travelling Expenses	29,191
692	Travelling - Overseas	-
625	Video Production Costs	641
8,311	Workshop Expenses	6,981
-	Workshop - SAPTI	-
<u>\$1,173,797</u>	Total Operating Expenditure	<u>\$1,259,934</u>

**NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LTD.
(A Company Limited By Guarantee)
A.C.N. 008 596 996**

**SUMMARY OF PROFIT AND LOSS STATEMENT
FOR THE YEAR ENDED 30TH JUNE, 1994**

1993		1994
	REVENUE	
719,150	Government Revenue	730,150
483,052	Test-Related Revenue	569,561
221,055	Other Revenue	298,120
<hr/> <u>1,423,257</u>	TOTAL REVENUE	<hr/> <u>1,597,831</u>
	LESS EXPENSES	
263,567	Testing Expenditure	303,570
1,173,797	Operating Expenditure	1,259,934
<hr/> <u>1,437,364</u>	TOTAL EXPENDITURE	<hr/> <u>1,563,504</u>
<hr/> <u>\$(14,107)</u>	NET SURPLUS (DEFICIT)	<hr/> <u>\$34,327</u>

NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LTD.
(A Company Limited By Guarantee)
A.C.N. 008 596 996

PROFIT & LOSS ACCOUNT
FOR THE YEAR ENDED 30TH JUNE, 1994

1993		Note	1994
<u>\$1,409,769</u>	OPERATING REVENUE	2	<u>\$1,597,831</u>
(14,107)	Operating Profit		34,327
420,634	Retained Profit at the Beginning of the Financial Year		406,527
<u>\$406,527</u>	RETAINED PROFITS AT THE END OF THE FINANCIAL YEAR		<u>\$440,854</u>

NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LTD.
(A Company Limited By Guarantee)
A.C.N. 008 596 996

ATTACHMENT 1:

DIRECTORS' PARTICULARS

NAME	QUALIFICATION	SPECIAL RESPONSIBILITIES	SHARES IN THE COMPANY	CONTRACTS/ PROPOSED CONTRACTS WITH COMPANY
Ter M Davidson	Senior Lecturer in Japanese	Director	Nil	Nil
An A Kiosoglous	Senior Member, Administrative Appeals Tribunal	Chairman	Nil	Nil
Bille Kovacs	Education/Counsellor	Director	Nil	Nil
iciana Nicholls	Interpreter/Translator	Director	Nil	Nil
race Dawson	General Manager State Public Service	Director	Nil	Nil

NATIONAL ACCREDITATION AUTHORITY FOR TRANSLATORS & INTERPRETERS LTD.
 A COMPANY LIMITED BY GUARANTEE
 SUMMARY OF STATES OPERATING EXPENDITURE FOR THE YEAR ENDED 30TH JUNE, 1994

	ACT - 93	ACT - 94	NSW - 93	NSW - 94	VIC - 93	VIC - 94	QLD - 93	QLD - 94	SA - 93	SA - 94	WA - 93	WA - 94	NT - 93	NT - 94	TAS - 93	TAS - 94	NZ - 93	NZ - 94	AUS - 93	AUS - 94
Accountancy Fees	8,300	7,150																	8,300	7,150
Advertising	2,797	150	1,936	762	503													5,238	912	
AUDIT Costs	4,865	5,000																4,865	5,000	
Auditors' Remuneration	8,500	8,900																8,500	8,900	
Bank Charges	5,904	6,493	39	48	33	16	41	37	28	33	52	11	16				6,159	6,668		
Books Purchase	507	1,114		109						10		5					507	1,248		
Board & Lodging	11,201	11,707	54					21									11,310	11,728		
Computer Consultant	33,245	21,109											55				33,245	21,109		
Cost Of ID Cards	10	140															10	140		
Depreciation	21,406	17,103	1,679	1,442	825	733	493	636	382	456	282	438	11	10	30	25	25,110	20,843		
Directors' Remuneration	50,300	52,893															50,300	52,893		
Electricity	4,912	4,297	249	1,179	985	912				25		719					6,835	7,132		
Equipment Hire	2,037	907	3,076	3,562	1,795	1,965											6,908	6,484		
Minor Equipment Purchase	732								50			1,301		236			2,322	0		
Equipment Repairs & Maint	6,366	5,419	300	1,682			145	55	249		1,221	295	798		206		7,106	9,718		
Filing Fees	30	30															30	30		
Minor Furniture & Fittings - Pur	732						130					160					1,022	0		
Hire of Meeting Venues/other	87	497	519														608	497		
Annual Leave	-5,250	17,735	4,154	4,080	-607	-1,019											-1,712	20,798		
Interpreters Awareness Day	17,318																0	17,318		
Insurance Contents/P/Liability	3,711	5,323															3,711	5,323		
Insurance - Work Comp	3,906	4,219	353	536	1,273	1,634	124	108	331		251	730	161	200	150	200	6,639	7,829		
Legal Costs	191	351															191	351		
Leo Cusson Royalties	175																175	0		
Miscellaneous Expenses	781	2,031															781	2,031		
Office - Rental	39,030	38,855	15,456	18,221	9,267	9,523	2,860	3,000		5,500	5,917	7,944			206	210	72,736	83,343		
Office Unkeep (inc cleaning)	4,117	4,185	1,592	3,140	758	700			41								6,524	8,025		
Office Expenses	1,373	697	452	1,235	168	391	90	771		395	6	159	33		23	8	2,145	3,656		
Payroll Tax	12,430	13,881	6,676	8,264	3,044	4,972	2,943	415	1,557	1,052	815	997	-532		-104		29,829	29,581		
Postage / Courier	30,334	29,378	4,513	5,996	1,467	1,910	923	1,370	547	601	1,146	1,025	230	487	167	180	39,347	41,195		
Printing - Directory	6,794	14,656															6,794	14,656		
Printing - Annual Report	584	1,282															584	1,282		
Printing - Newsletter	3,992	5,425															3,992	5,425		
Printing - Interpreting & Law	3,075																3,075	0		
Printing - Working with Interpre	-32	3,139															-32	3,139		
Print, Photo & Stationery	30,269	22,101	2,486	6,676	2,702	3,315	1,203	1,040	451	1,987	1,302	1,289			71	21	38,483	36,429		
Publicity & Functions	10,909	3,282	45				58				91						11,143	3,262		
Research & Development	13,488	2,000															13,488	2,080		
Rep. Maint & Replacement	216																218	0		
Salaries - Perm/Contract	346,065	367,377	111,186	113,925	53,824	54,913	29,252	34,045	22,061	23,986	23,547	21,059	6,954	4,574	4,864	4,569	596,393	628,431		
Salaries - Casual	7,369	7,536	141	8,033						809	220	786					7,510	15,569		
Salaries - Overtime	3,983	6,955	3,024	4,551	1,726	1,766	628	2,767	429	528	1,438	578					11,228	17,598		
Salaries - Higher Duties	1,641	100	230	112													1,871	212		
Salaries - Rec Leave Load	2,802	2,592	1,698	1,197	660	1,195											4,988	4,984		
Salaries - LSL	13,024	10,549															13,024	10,549		
SAPTI Book Project																0	0	0		
Staff Development / Training	5,036	2,399	3,805	3,856	1,362	3,216				220		786	1,730		1,509	130	943	10,553	15,128	
Superannuation Contributions	37,853	39,212		4,002	3,056	3,893		1,079		744	803	727			171	147	41,512	49,775		
Telephone / Facsimile	11,241	9,684	4,570	7,311	2,566	2,685	2,244	1,615	231	2,137	3,034	3,756	492	435	452	358	24,830	28,181		
Travelling Expenses	36,372	26,262	391	877	24			6	43				11		1		38,768	29,191		
Travelling - Overseas	692																692	0		
Translator Stamps		6,703															0	6,703		
Video Production Costs	625	641															625	641		
Workshop Expenses	941	277	2,304	3,827	2,658	1,540	755	785	292	382	1,361	170					8,311	6,981		
Total Operating Exp	789,560	811,314	170,988	204,457	88,227	98,249	41,719	48,914	27,330	39,849	41,481	42,133	7,710	7,844	6,782	6,937	0	237	1,173,797	1,258,934

PART D: CONCLUSION

The year 1993/94 was a year of both internal and external revision for NAATI. Although the government review had not been finalised by the end of the financial year, NAATI proceeded to review a number of its policies and operations with the intention of improving the relevancy of NAATI services within the profession and the efficiency of its operations. However, as for 1992/93, 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 maintained a small accumulated surplus of funds thereby permitting the Authority to meet contingencies and to provide for research and development. In addition, several important achievements were made, namely:

- a) The provision of a Translator Stamp for those accredited as Translators or Advanced Translators;
- b) The development of test materials and setting and marking guidelines for the Language Aide test in preparation for implementation early in the next financial year;
- c) An internal review of the accreditation procedures and test formats for languages of the deaf by a specialist sub-committee;
- d) The recognition of AUSLAN as the official name of the Australian sign language used by the deaf community;
- e) The recognition of practising interpreters and translators in the Bosnian language and the consequent provision of the award of Recognition in this language;
- f) The modification of the eligibility criteria for tests at the paraprofessional and first professional levels;
- g) The modification of the eligibility criteria for Conference Interpreter (Senior) and Advanced Translator (Senior);
- h) The increased provision of training programs, particularly in NSW;
- i) Organisation of and participation in Interpreter Awareness Days in three states (QLD, VIC, WA);
- j) Organisation of the national competition to determine an appropriate symbol meaning "Interpreter";
- k) Completion of a minor research project on the assessment of eligibility criteria for entry to NAATI Translator and Interpreter Examinations;
- l) Reconstitution of the I/T Examiners Panels and the introduction of a new panel for Punjabi;
- m) The delivery of the first national staff training workshop since 1987.

The 1993/94 financial year was the third year that NAATI operated beyond the original Five Year Plan without firm plans or directions for the future. Although the EMD consultancy report related to the government review was submitted in July 1992, governments could not reach agreement on the outcomes and therefore requested that a three year corporate plan be developed in the first quarter of the period under review. However, despite the completion of this task, no resolution had been reached by June 1994.

Despite the uncertainties created by the lack of government resolution, NAATI continued to modify its administrative procedures, control its financial management and increase its attention to its candidature for testing by widening the languages available for testing and providing an increased number of seminars and workshops.

During the year, NAATI continued to maintain a more visible public image and promote the profession through its participation in Information Expo (QLD) in October, the organisation of Interpreter Awareness Days in three states, the organisation of a national competition for an Interpreter Symbol and continuous liaison between NAATI Regional Officers and I/T service agencies and users of their services throughout the year.

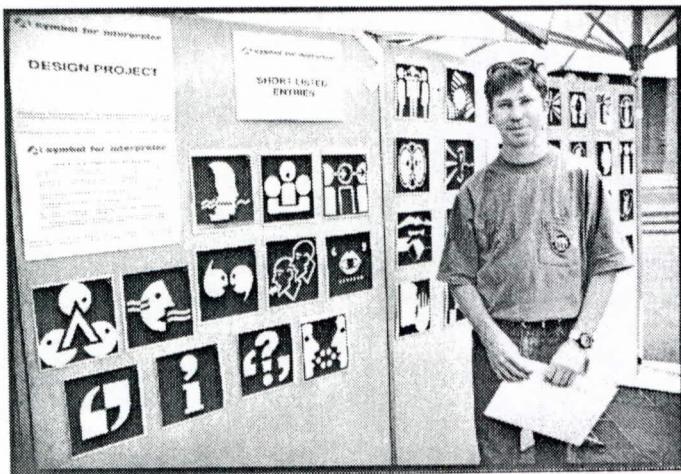
1993/94 has been a year of continued growth for NAATI whereby its candidature increased by more than 2500 and its level of service was extended through additional training programs, resource materials and consultancy services. Although the volume of services demanded from NAATI continues to increase, the maintenance of its ability to deliver the services at acceptable standards is becoming more challenging when revenue growth is barely keeping pace with expenditure growth.

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. Further, it will endeavour to extend these services beyond the capital cities, into regional areas where demand may be low, but community need high. NAATI is enthusiastic to develop new activities related to the extension of its services, the preparation of test candidates, the education of the users of interpreters and translators and research into important I/T issues and needs. Although NAATI continues to increase the proportion of self-generated revenue, it will continue to be dependent upon funds provided by the Commonwealth, State and Territory Governments. NAATI is expectant of a favourable resolution to the government impasse in relation to the review of its operations and the three year corporate plan.

Approved for printing and distribution at the meeting of Directors on 28-29 April 1995.

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

Interpreter Symbol Design Project



Mr Michael Harris of Gap Design (Perth), winner of the national competition for the Interpreter Symbol. (Winning design is centre, top row)

APPENDICES

APPENDIX I

NAATI PERSONNEL AT 30.6.94

1. Members of the Company

Des Storer

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

Uri Themail

(Director, Bureau of Ethnic Affairs, Queensland)

Stepan Kerkyasharian

(Chairman, Ethnic Affairs Commission, NSW)

Paula Cristoffanini

(Director, Office of Multicultural Interests, WA)

Ms Jenny Medwell

(Assistant Secretary, Office of Ethnic Affairs, Department of Premier and Cabinet, Victoria)

Paolo Nocella, AM

(Chairman, SA Ethnic Affairs Commission)

Janicean Quessier (observer)

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

Lyn Andersch (observer)

(Office of Multicultural and Ethnic Affairs, Department of Premier and Cabinet, Tasmanian)

Rosemary Walsh (observer)

(Social Policy Branch, Chief Ministers Office, ACT)

2. Board of Directors

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

(Senior Member, Commonwealth Administrative Appeals Tribunal)

(Chairman)

Grace Dawson, BHA (Uni. NSW), ACHSE (NSW), Grad. Dip. PSM, RN,

(General Manager, Language Services Division, Ethnic Affairs Commission of NSW)

Peter M Davidson, B.A. (Hons)

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

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

(Educator in Interpreting/Translation, Staff Counsellor)

Luciana Nicholls, B.A. (Uni.NT), NAATI 3I/T (Italian) 3I/T (Indonesian), (Freelance Interpreter/Translator)

NAATI COMMITTEES

Qualifications and Assessment Advisory Committee

Meetings: 30-31 July 1993 (Melbourne)
18 November 1993 (Canberra)
5-6 May 1994 (Sydney)

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

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

Mrs Susana Hovell
Freelance Conference Interpreter
Member of AIIC

Mr Rafael Pintos-Lopez
Manager (Translations)
TIS, DIEA Canberra and later,
Freelance I/T
NAATI Test Examiner

Professor Adolfo Gentile
Head, Dept of Languages, Interpreting and Translating
Deakin University - Toorak Campus

* Chairperson

Specialist Sub-Committee for Testing

Meeting: 14-15 October 1993

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

Professor Adolfo Gentile
Head, Dept of Languages, Interpreting and Translating
Deakin University - Toorak Campus

Mr Rafael Pintos-Lopez
Manager (Translations)
TIS, DSEA Canberra and later,
Freelance I/T
NAATI Test Examiner

Ms Joy McQueen
Researcher Language Test Measurement
Australian Council of Educational Research
Melbourne

Ms Loula Rodopoulos
Member
Administrative Appeals Tribunal

* Chairperson

Specialised Sub-Committee for AUSLAN

Meeting: 29 July 1993

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

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

Ms Marianne Bridge
Freelance NAATI accredited Interpreter
Educator of AUSLAN and I/T
NAATI Examiner for AUSLAN

Ms Maree Madden
Lecturer in Deaf Studies
Griffith University and
NAATI accredited Interpreter
Chairperson and Examiner for AUSLAN Examiner Panel

Mr John Flynn
Director, Victorian Deaf Society
Former NAATI Examiner

* Chairperson

NAATI STAFF
(at 30.6.94)

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, B.A. (Hons) (Bucharest), NAATI 3I, 3E (Romanian), 2I, 2T (Italian)

Computer Systems Officer: Pilar Varela

Receptionist/Clerical Assistant: Kim Sams (to 20.10.93)
Tracy Deren (from 7.2.94)

Casual Wordprocessors: /Clerical Assistants Pam Floro (to 24.9.93)
Santa Jugovac
Letitia Deeble (from 13.4.94)
Yvette Hones
Senja Immonen (from 10.8.93 to 25.3.94)
Riccardo Jugovac

ACT Regional Office:
Regional Officer:

John McCauley

NSW Regional Office:
Regional Officer:

Skender Bregu, B.Sc.(Monash Uni.),Dip. I/T (CCAE),
Dip. Marketing Management (Chisholm Inst. Tech.),
NAATI 3I, 3T (Italian)

Testing Officer:

Pantelis Iliadis B.A. (Thess.). Dip Fr (ALL.), NAATI 3I, 3O (Greek) (to 20.10.93)
Rowena Ward (from 26.4.94)

Acting Testing Officer
Clerical/ Assistant/Recep
Receptionist

Dea Perini (from 21.10.93)
Dea Perini (to 20.10.93)
Hana Youssef

NT Regional Office:
Regional Officer:

Juan Federer, B.Sc (U of Syd.), MSc (U of Syd.), MEd (U of Syd.), Dip. Theol. (Union Theological Inst. Syd.), PhD (NT Uni.)

QLD Regional Office:
Regional Officer:

Birgit King-Martin

Casual Assistant: Fiona Tupper (to 16.5.94)
Christa Cave (from 2.8.94)

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)

Casual Assistant: Elizabeth Galea

WA Regional Office:
Regional Officer: Bente Sorensen, NAATI 2T (French), 3T (Danish), 3E (French), 3E (German), R (Swedish)

Casual Assistant: Susana Bessell-Browne, Dip. Fr. (Perugia) NAATI 2I (French), 2I (Italian) (to 26.1.94)

Jeanette Dell' orso (from 24.3.94)

APPENDIX II

REGIONAL ADVISORY MEMBERS (RAC) AT 30 JUNE 1994

ACT

Banful, Mr Ebenezer
Gredley, Dr Mathew
Ireland, Mr Rosh
Kovacs, Ms Sybille (NAATI Director)
Kronenberg, Ms Naomi
Leader, Mr Malcolm S
McCauley, Mr John (Regional Officer)
Milman, Ms Amalia *
Nasca, Dr Salvatore
O'Neil, Mr Mark
Thawley, Ms Deborah
Toth, Ms Magda

NSW

Bregu, Mr Skender (Regional Officer)
Campisi, Mr Sam
Dawson, Ms Grace (NAATI Director)
Ebied, Prof Rifaat
Gibbons, Dr John *
Grassi, Ms Anna
Hale, Ms Sandra
Holt, Mr Roger *
Johnston, Mr Rod
Ridoutt, Mrs Patricia
Smit, Mrs Irena

NT

Cook, Mr Michael *
Federer, Mr Juan (Regional Officer)
Findhamer, Mr Ted
Lawson, Mr Scott
MacGregor, Mr Alasdair
Mulder, Mrs Beryl
Nicholls, Ms Luciana (NAATI Director)
Quinn, Dr George
Quinn, Ms Aurora
Wait, Ms Anne

QLD

Bowyer, Ms Lynette
Brandle, Dr Max
Crainen, Mr Joseph
Davidson, Mr Peter (NAATI Director)
Denver, Ms Mary
Kahlert, Mr John
Karas, Mr Steve *
King-Martin, Ms Birgit (Regional Officer)
Spring, Mrs Merie
Tse, Mrs Mary-Rose
Von Stein, Mr Armand

SA

Appelkamp, Ms Cheryl (Regional Officer)
Armiamento, Mr Mario
Costa, Mr Daniela
Cream, Ms Claudia
Hart, Ms Tricia
Hellander, Mr Paul *
Kiosoglou, Mr John (NAATI Chairman)
Marovich, Mr Nevan
Master, Mrs Lili
Radford, Mrs Anna
Rowan, Mrs Magalena
Sanchez, Mr Ceferino
Sorgini, Mr Ernest
Timpano, Mr Luigi

TAS

Apandy, Mr Bin
Aziz, Mr I
Dyer, Ms Penny
Flutsch, Dr Maria
Gelber, Ms Susan * (Regional Officer)
Hodson, Ms Elizabeth
Keane, Mr Gregory
Lamphee, Mr Graham
Mander, Mr Graham
Parkinson, Dr Mary
Pathik, Mr Mahendra
Rowe, Mr Hans
Sallis, Dr Judy

VIC

Akinci, Mr Ismail
Almatrah, Mr Abdallatif
Clare, Ms Karen
David, Mrs Lorraine
Dogan, Ms Sultan
Elliott, Mr Barry
Ioannides, Mrs Mary
Josonides, Mr Peter
Maggio, Ms Maria
Pavlovska, Ms Sylvana
Robson, Mr Laurie *
Sofic, Ms Senada
Toffoli-Zupan, Ms Cynthia (Regional Officer)
Vasilakakos, Mrs Mary
Williams, Mr Rhys

WA

Barker, Mr Alan
Bessell-Browne, Ms Susana
Blackmore, Dr Harry *
Cerny, Mrs Homa
Dixon, Mrs Dagmar
Elicegui, Dr Lidia
Gilkes, Ms Susan
Glass, Ms Heather
Martin, Mr Frank
Ogawa, Mr Masahiro
Pense, Insp. Bob
Sang, Dr David
Sorensen, Ms Bente (Regional Officer)

APPENDIX III

NAATTI 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 NAATTI Regional Advisory Committee, it is intended that the new body constitute a key element of the overall NAATTI 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 NAATTI for resolution; and
 - (ii) receiving information from NAATTI about policies and initiatives and, in turn, distributing appropriate information within their area; and
- (b) by operating as a promotional arm of NAATTI at the State level.

B. Functions of a Regional Advisory Committee

- (a) to advise NAATTI regularly on the needs of local employers and the local communities for qualified translators and interpreters, and on the levels and languages in which NAATTI should test in the ensuing year;
- (b) to encourage employers to demand the appropriate NAATTI qualifications for any positions requiring language skills in those languages tested by NAATTI 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 NAATTI'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 NAATTI-approved interpreting and translating courses at the paraprofessional and first professional level;
- (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 NAATTI on matters associated with the above functions or on matters specifically referred by NAATTI;
- (h) to report annually to NAATTI 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) I/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

EXAMINER PANEL MEMBERS AT 30.6.94

Abbas, Mr M	Czarny, Dr T
Adan, Ms C	Dalton, Mrs E
Adibi, Dr H	Daniel, Mr J
Ah Young, Mr T	Darwish, Mr A
Akbari, Mr A	Davey, Ms D
Amin, Mr S	Davidson, Mr P
Andrews-Hay, Ms N	Dejvongsa, Mrs I
Aujla, Mr M	Denver, Ms M
Aveling, Mr H	Deschamps, Ms K
Bakalova, Ms M	Dessewffy, Dr A
Banyansz, Mrs A	Diaz, Mr P
Barker, Mr P	Di Biase, Mr B
Beligan, Mrs A	Dixon, Mrs D
Bergis, Mr B	Doerfler, Mr M
Birnberg, Dr J	Ebied, Prof R
Blackmore, Dr H	Egan, Ms D
Boland, Mr D	Ellis, Mrs E
Bonser, Mr P	Farkas, Mr R
Borissova, Mrs R	Farmer, Ms L
Borthwick, Mrs R	Fifis, Mr C
Bouladon, Ms S	Filipovich, Mr B
Bradley, Dr D	Filloko, Ms E
Brandle, Dr M	Foran, Dr S
Bridge, Ms M	Freckleton, Dr P
Brown, Dr C	Freestone, Mr C
Brown, Dr P	Freire, Mrs M
Budiman, Mr J	Freitas, Mr P
Burke, Mr J	Frey, Mr R
Buzo, Mr A	Frick, Mr W
Camilleri, Mr C	Gelbak, Mrs L
Campbell, Mr S	Gentile, Prof. A
Campiao, Ms A	Georgiev, Mrs P
Cao, Ms D	Gerbin, Mrs G
Carmichael, Mr M	Gibbon, Ms L
Casule, Dr I	Girke, Mrs E
Cerney, Mrs H	Girke, Ms M
Chan, Mr A	Gorman, Dr P
Chan, Mr S K	Gredley, Dr M
Chen, Mr H P	Gretton, Mr M
Chittleborough, Ms C	Gruszka, Mrs M
Chow, Mrs A	Guino, Ms A
Chrystello, Mr C	Haidary, Mr Z
Chui, Mr R	Hallett, Mr J
Coen, Mr P	Hellander, Mr P
Collard, Mr L	Hermes, Mr K
Collins, Dr J	Heron, Mrs A
Corkhill, Dr A	Hill, Dr P
Curmi, Mrs P	Holt, Dr R

Honari, Dr M
Hood, Mrs R
Hovell, Mrs S
Hull, Dr G
Hunkin, Mr A
Huynh, Mr V
Iana, Mrs G
Ireland, Mr R
Jaccard, Dr H
Jameson, Ms P
Jehne, Dr H
Jin, Mrs L
Kane, Dr D
Kane, Mrs M
Kang, Mr K H
Karakira, Mr S
Khayath, Mrs R
Khalidi, Dr N
Kikirekov, Mr P
Kim, Dr H S
Klim, Dr G
Ko, Mr L
Komiti, Mr L
Lane, Dr C
Latu, Mr L
Lee, Mrs S
Lockhart, Dr G
Koscharsky, Mrs H
Koyunoglu, Mrs K
Kranjec, Mr S
Kunz, Dr E
Lam, Mrs M
Lian, Dr F
Long, Mrs T
Lovett, Mr J
Lovinescu, Mrs D
Lowden, Dr F
Luk, Ms B
Madden, Miss M
Mahle, Mrs C
Manchev, Mr G
Marginson, Mrs M
Marshall, Mrs E
McGilvray, Mrs B
McLeod, Mr P
Mikhailov, Mrs A
Milman, Ms A
Mitic, Mrs V
Mocnay, Mrs E
Morris, Mr P
Morris, Ms T
Motyka, Mr W
Nadolski, Mrs E
Nguyen, Mr P
Nguyen-Hoan, Dr T
Nicholls, Dr T
Nicholls, Ms L
Nicolau, Mrs C
Nikolic, Mrs T
Nikolova, Mrs S
Norris, Ms E
North-Samardzic, Mrs C
Nrekic, Ms A
O'Callaghan, Mrs J
Oakley, Mrs E
Ojala, Mr V
Onishko, Mr A
Osmani, Mrs S
Ozirmak, Mr A
Ozturk, Dr H
Padilla, Mr D
Pak, Mr P
Panasbodi, Mrs P
Pande, Dr R
Pastor, Mr M
Pavkovic, Mr A
Pavleski, Mr G
Pelekanakis, Mr B
Petrova-Draskovic, Mrs B
Phoumindr, Ms P
Phoumirath, Mr T
Piccioli, Dr M
Pintos-Lopez, Mr R
Plimer, Mrs A
Pontes, Ms N
Quinn, Ms A
Radford, Mrs A
Rakkar, Dr J
Randhawa, Mr A
Rando, Assoc. Prof G
Razi, Mr W
Riazi, Dr H
Rich, Mrs M
Ritonimi-Tiovanen, Mrs K
Rodriguez-Orona, Ms A
Roppola, Mrs A
Rubichi, Mr R
Ryslav, Ms M
Saffery, Mr P
Sanders, Mr J
Sang, Dr D
Sapozhnikov, Dr A
Sato, Ms M
Sawer, Dr M
Sayeg, Ms Y
Scimone, Mr E

Seyed-i-Isfahani, Mr J
Shahat, Mr S
Shymkiw, Dr A
Speekman, D W
Spring, Mrs A
Srivastava, Dr D
Steel, Mr B
Steiner, Ms K
Stern, Mrs L
Stevanoni, Mr R
Sulemani, Mr B
Sussex, Mrs B
Sussex, Prof R
Tameifuna, Mr I
Tan, Mr A
Tang, Mr C. P
Tang, Mr K. W
Taulla, Mrs L
Tebble, Dr H
Tenodi, Ms V
Theam, Mr B
Thean, Mr M. K
Theodorakis, Mrs I
Thong, Mr T
Tindale, Miss J
Ton-That, Mr Q
Trinh, Mr F
Tu'inukaufe, Mr E
Turner, Mr B
Uchiyama, Mr H
Van der Trouw, Mr C
Van Praag, Mr H
Van Steenwyk, Mrs E
Vasilakakos, Dr J
Vieira, Mrs J
Vorst, Ms U
Wakabayashi, Ms J
Watt, Dr E
Wilson, Mrs L
Windle, Dr K
Witton, Dr R
Wong, Mr R
Xu, Mr A
Xu, Mr Y
Yang, Mr P
Zabukovec, Mrs V
Zakarija, Mr N

APPENDIX V

I/T EXAMINERS PANELS APPOINTMENTS: TERMS AND CONDITIONS (at 30.6.94)

A. Examiners 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;
- accreditation in interpreting and/or translation at the professional or advanced professional levels 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 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 one year.

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 Examiners 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.

THE NAATI I/T LEVELS STRUCTURE
(at 30.6.94)

The Authority implemented its revised levels structure from 1 July 1993. The new system includes four levels at which interpreters and translators may be accredited, ranging from the paraprofessional level to the Conference Interpreter (Senior) and Advanced Translator (Senior) level. Briefly, the levels may be described as follows:

Paraprofessional Translator (formerly Level 2)

This represents a level of competence in translation for the purpose of producing a translated version of uncomplicated information.

Paraprofessional Translator will be discontinued after 31 December 1994 except in languages of special community need, e.g. for recent immigrant and refugee arrivals, and for Aboriginal languages.

Paraprofessional Interpreter (formerly Level 2)

This is a paraprofessional level and represents a level of competence in interpreting for the purpose of general conversations.

Paraprofessional Interpreters generally undertake the interpretation of non-specialist dialogues. Practitioners at this level are expected to proceed to the professional levels of accreditation.

Interpreter (formerly Level 3)

This is the first professional level and represents the minimum level of competence for professional interpreting.

Interpreters at this level are capable of interpreting across a wide range of subjects involving dialogues at specialist consultations. They are capable of interpreting presentations by the consecutive mode. Their specialisations may include banking, the law, health, and social and community services.

Translator (formerly Level 3)

This is the first professional level and represents the minimum level of competence for professional translating of general or specialised information requiring particular accuracy.

Translators at this level work across the same range of subjects as interpreters and they too may choose to specialise. They are qualified to translate into one language only or into both languages, depending upon their accreditation.

Conference Interpreter (formerly Level 4)

This is the advanced professional level and represents the competence to handle complex/ technical/ sophisticated interpreting.

Conference Interpreters practise both consecutive and simultaneous interpreting in diverse situations, including at conferences, high level negotiations, and court proceedings. Conference Interpreters operate at levels compatible with recognised international standards, and may choose to specialise in certain areas.

Advanced Translator (formerly Level 4)

This is the advanced professional level and represents the competence to handle complex/ technical/ sophisticated translation.

Advanced Translators handle complex/technical/sophisticated material, compatible with recognised international standards. They too may choose to specialise in certain areas. Advanced Translators are accredited to translate into either one language only or into both languages, depending upon their accreditation.

Conference Interpreter (Senior) and Advanced Translator (Senior) (formerly Level 5)

Practitioners at this senior level are Conference Interpreters and Advanced Translators with a level of excellence in their field, recognised through demonstrated extensive experience and leadership.

The Language Aide Qualification

Outside the I/T accreditation levels, NAATI offers a qualification for Language Aides seeking eligibility for government language allowances. The qualification is available by test only for government employees. Success in the test qualifies candidates for a language allowance. It does not result in a NAATI accreditation nor is it part of the I/T accreditation system.

APPENDIX VII

INTERPRETING/TRANSLATING AND LANGUAGE AIDE COURSES APPROVED BY NAATI AS AT 30 JUNE 1994

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 1994

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.

Institution	Category	Level	Languages	Term of NAATI Approval
1. AUSTRALIAN CAPITAL TERRITORY				
*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
2. NEW SOUTH WALES				
*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	1985-1997
*Newcastle TAFE	Interpreter	2	Serbian/Croatian	1980-1984
			Polish	1986-1989
			Greek, Italian, Spanish, Vietnamese	1983-1984 1986-1989
			Macedonian	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 German, Cantonese	1986-1990 1988-1990
*Casuarina Secondary College	Language Aide	1	Greek, Italian, French, Mandarin German, Indonesian Spanish, Vietnamese	1979-1988 1980-1988
Northern Territory Uni. (formerly Darwin Institute of Technology)	Int/Trans (certificate)	2	Greek Mandarin *Portuguese Vietnamese	1984-1995 1986-1995 1987-1989 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 (M.A.)	4	Japanese (both directions)	
South Brisbane College of TAFE	Interpreter/Translator (Certificate)	2	Spanish, Vietnamese Cantonese Mandarin AUSLAN	1988-1994 1990-1992 1993-1994 1994
5. SOUTH AUSTRALIA				
Adelaide College of TAFE	Interpreter (Certificate)	2	Greek, Serbian/ Croatian, Italian Spanish	1980-1994 1981-1982 1986-1994
			Polish, Vietnamese Khmer	1983-1994 1985-1992
			Mandarin	1987-1992
			Farsi	1988-1992
			Pitjantjatjara, ADSL	1994
University of Adelaide (formerly South Australian C.A.E.)	*Int/Trans (Associate Diploma) Int/Trans (B.A.)	2 3	Greek, Italian, Polish, Serbian/ Croatian, Vietnamese	1979-1991
	*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
6. VICTORIA				
RMIT Technical College	Int/Trans (Certificate)	2	Turkish, Spanish, Vietnamese Polish Cantonese Khmer, Macedonian Arabic Arabic, Japanese Lao, Mandarin Nominated "Minority Languages" Country Interpreters Streams (Italian, Greek, Turkish) (Spanish, Serbian) AUSLAN Portuguese/Russian	1980-1994 1983-1994 1985-1994 1986-1994 1980-1981 1987-1994 1988-1994 1987 1987-1994 1990-1994 1992-1993 1993-1994
*RMIT CAE (1978-1982)	Int/Trans	3	Greek, Serbian/Croatian	1975-1982
*RMIT Technical College (1975-1978)			Italian	1978-1982
Deakin University - Toorak Campus (formerly Victoria College)	Int/Trans (B.A.)	3	Greek, Italian, Turkish, Serbian/Croatian Arabic, Spanish, Vietnamese	1981-1994 1990-1994
	# Int/Trans (Grad. Dip)	3	Mandarin, Japanese, Korean, Arabic, Spanish, Italian, Greek, Croatian, Serbian, Vietnamese Cantonese	1988-1997
	Trans. (M.A.)	4	Mandarin (into Mandarin only)	1994 1994
7. WESTERN AUSTRALIA				
Edith Cowan University (formerly Western Australian C.A.E.)	Int/Trans (B.A.)	3	Italian, German Vietnamese, Portuguese Indonesian/Malay	1982-1993 1986-1993 1990-1993
	Int or Trans (Grad. Dip.)	3	German (trans) Mandarin (trans/int) French (trans)	1986-1995 1988-1995 1988-1995
Central Metropolitan College of TAFE (formerly Perth Technical College)	Interpreter (Certificate)	2	Polish Vietnamese *Portuguese, Greek, *German, Cantonese *French, *Croatian *Spanish, Italian	1982-1994 1983-1994 1984-1988 1982-1984 1983-1984 1981-1982 1986-1988
			Australian Deaf Sign Japanese, Khmer Kriol, Walmajarri	1987-1994 1989-1994 1994-1995

Institution	Category	Level ⁺	Languages	Term of NAATI Approval
Central Metropolitan College of TAFE (formerly Perth Technical College)	*Translator	2	French, Polish Italian, Spanish, Vietnamese German, Portuguese Greek Japanese	1984-1988 1983-1993 1986-1988 1987-1988 1987
	Language Aide		Mandarin, Italian Spanish	1991-1993

* Courses no longer approved

NAATI re-approval pending

+ Key to Levels

- 1 Language Aide
- 2 Paraprofessional Interpreter and/or Translator
- 3 Interpreter, Translator
- 4 Conference Interpreter, Advanced Translator
- 5 Conference Interpreter (Senior) Advanced Translator (Senior)

APPENDIX VIII

FEES AND CHARGES: 1993/94

The Authority's complete schedule of fees and charges for the year 1.7.93 to 30.6.94 was as follows:

APPLICATION FEE

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

TESTING FEES

Paraprofessional Translator	\$115	(\$60 each direction*)
Paraprofessional Interpreter	\$140	
Paraprofessional Interpreter/Translator review	\$35	
Translator	\$155	(\$80 each direction)
Interpreter	\$180	
Interpreter/Translator review	\$65	(each direction)
Advanced Translator	\$215	(each direction)
Conference Interpreter	\$300	(each direction)
Advanced Translator review	\$150	(each direction)

* Mandarin, Cantonese and Japanese only

CANCELLATION FEES**

Translation	\$20
Interpreting	\$50
** variable within certain time limits	

CERTIFICATE OF ACCREDITATION (initial and renewal)

Paraprofessional Translator/Interpreter	\$35
Interpreter/Translator	\$40
Advanced Translator/Conference Interpreter	\$45
Advanced Translator (Senior)/Conference Interpreter (Senior)	\$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:	
Interpreter/Translator	\$110
Advanced Translator/Conference Interpreter	\$120 (incl 1 Certificate)
Advanced Translator (Senior)/Conference Interpreter (Senior)	\$130 (incl 1 Certificate)
Recognition	\$45 (incl Certificate)
Accreditation of Course Graduates:	
Paraprofessional Interpreter/Translator	\$45 (incl Certificate)
Translator/Interpreter	\$55 (incl Certificate)
Advanced Translator/Conference Interpreter	\$65 (incl Certificate)

MAJOR PUBLICATIONS

Annual Report	\$10
Practitioners Directory	\$30
NAATTI 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	Paraprofessional Translator	\$11
	Translator	\$16
	Advanced Translator (from English only)	\$25
Interpreting script & tapes	Paraprofessionl Interpreter	\$23
	Interpreter	\$33

