

National Accreditation Authority for Translators and Interpreters Ltd

*Responsible for National Standards in
Interpreting and Translating in Australia*

19th annual report



1997 - 1998

National Accreditation Authority for Translators and Interpreters Ltd
NAATI



**Responsible for National Standards
in Interpreting and Translating in Australia**

NINETEENTH ANNUAL REPORT

1997-1998

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ISSN 0815 7441

NINETEENTH ANNUAL REPORT 1997-1998

Printed by: Instant Colour Press,
Belconnen, ACT



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TRANSLATORS AND INTERPRETERS**

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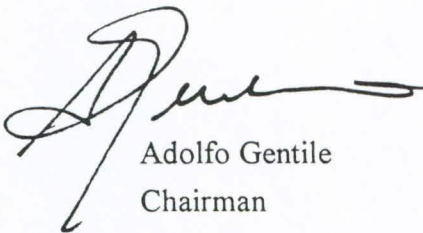
The Hon. Philip Ruddock MP
Minister for Immigration and
Multicultural Affairs
Parliament House
Canberra ACT 2600

Dear Minister

NAATI Annual Report 1997/98

It is with great pleasure that I present the Annual Report of the National Accreditation Authority for Translators and Interpreters for the financial year 1997-1998.

This Annual Report documents the third year's work of the Board of Directors appointed from 1 July 1995. This report attests to a significant and sustained contribution by the Board, the Executive Director, the staff and all the examiner panel members to the objects of NAATI. I wish to publicly acknowledge their good work.



Adolfo Gentile
Chairman

CONTENTS

Vision, Mission, Goals	1
Service Charter	2
Introduction	4
Members of NAATI	5
NAATI Board of Directors	6
Chairman's Report	7
Future Directions	9
Accreditation Activities	10
New Developments	18
Other Activities	20
NAATI Administration	23
NAATI Achievements	26
Financial Statements	27

NAATI's VISION

To continue to contribute to the improvement of the quality and relevance of the interpreting and translating profession in Australia by monitoring and refining the modes of accreditation and by improving and extending our service delivery functions.

NAATI'S MISSION

To facilitate the promotion of quality communication and understanding between people who cannot communicate in each other's languages in the community and internationally by maintaining high standards of interpreting and translation.

NAATI's GOALS

- * *To ensure that a high quality interpreting and translating capacity exists within Australia*
- * *To encourage the use of accredited or recognised interpreters and translators throughout Australia*
- * *To participate with other relevant bodies in promoting the profession of interpreting and translating and*
- * *To devise an effective mechanism to regulate the ethics and professional conduct of I/T practitioners.*



Service Charter

This charter states our mission and goals. It also sets out the standards of service you can expect from us and the steps you may take if these standards are not met.



NAATI's Mission

To facilitate the promotion of quality communication and understanding between people who cannot communicate in each other's languages, both in the community and internationally, by maintaining high standards of interpreting and translation.



NAATI's Goals

- ▶ To ensure that a high quality interpreting and translating capacity exists within Australia.
- ▶ To encourage the use of accredited interpreters and translators throughout Australia.
- ▶ To participate with other relevant bodies in raising the profile and promoting the profession of interpreting and translating.
- ▶ To devise an effective mechanism to control the ethical and professional conduct of I/T practitioners.



Commitment

At NAATI we are committed to:

- ▶ Providing courteous, efficient and professional service.
- ▶ Treating all our clients in an equitable and non-discriminatory manner.
- ▶ Ensuring our assessment procedures are equitable, accessible and consistent.



Professional Service

To provide you with the most professional service possible, we shall ensure that:

- ▶ Our staff have the appropriate skills and qualifications to provide the service and attention you require.
- ▶ Our examiner panels and specialist assessment committees are highly qualified and experienced.
- ▶ Our dealings with you are objective.
- ▶ Your personal details are handled in a confidential manner.



Service Charter



Responsiveness

At NAATI we are committed to listening and responding to our clients. We shall ensure that:

- ▶ We are contactable by telephone, fax and/or in person during normal business hours or during the published hours of offices staffed on a part-time basis.
- ▶ We follow up telephone and answering machine messages as soon as possible.
- ▶ We identify ourselves to you over the telephone and at reception. Our correspondence will have a contact name, telephone and fax numbers on it.
- ▶ We process all test applications within 21 days and notify candidates of test results within 14 days of receiving them from examiners.
- ▶ We respond to written communications within 14 days, but where this is not possible we will keep you informed of progress.



Information

To keep our clients well informed, NAATI will:

- ▶ Respond to all requests for information. For cases where we cannot assist you we will refer you to a more appropriate person or organisation.
- ▶ Produce for sale an annual Directory of Accredited and Recognised Practitioners of Interpreting and Translation.
- ▶ Make known testing programs, administrative policies, procedures and guidelines and any changes to these.
- ▶ Make available to NAATI candidates, test information in the form of sample tests, literature on I/T, seminars and workshops.
- ▶ Provide information on I/T courses recognised by NAATI, both in Australia and overseas.
- ▶ Maintain and update a NAATI home page on the World Wide Web.



Complaints

If you have a problem:

- ▶ We ask that you resolve the issue in question with the Regional Officer in your State or Territory.
- ▶ If the above suggestion is not appropriate in the circumstances, you can contact the appropriate staff member in the Canberra Office.
- ▶ If you are still not satisfied, write to the Executive Director who will respond to your complaint within 14 days.
- ▶ We will advise you of other avenues to take your complaint if you are still not satisfied after receiving the Executive Director's response.

The National Accreditation Authority for Translators and Interpreters Ltd
(NAATI)

ANNUAL REPORT 1997 - 1998

INTRODUCTION

NAATI is a public company limited by guarantee and incorporated under the ACT Companies Act 1981. It is subsidised by the federal, state and territory governments and is accountable to its nine government members.

NAATI is directed by a Board of five which is appointed by the Commonwealth Minister of Immigration and Multicultural Affairs on the advice of a resolution of members.

In order to carry out its primary function of setting and monitoring the standards of the Interpreting and Translation (I/T) profession in Australia, NAATI is managed by an Executive Director and its operations are carried out by 26 full and part time staff members in the Central and Regional offices. NAATI also engages more than 275 examiners to set and mark accreditation tests in more than fifty languages.

At 30 June 1998 NAATI had 34,450 candidates on its files who have sought accreditation through testing, courses or overseas qualifications. During 1997/98, NAATI provided more than 2450 tests for these candidates. To assist candidates, NAATI provides both workshops and self study materials.

During 1997-98, NAATI operated under the second year of the Business Plan which projects activities to the year 2000. Among other things, it achieved a widening of the range of languages tested, an increased availability and number of workshops and the extension of services to regional areas.

MEMBERS OF NAATI

NAATI is a public company which was first established in 1983 by ministers of the Commonwealth, State and Territory governments. These ministers or their delegates are referred to as the 'Members' of NAATI. In practice, they are a First Assistant Secretary of the Citizenship and Multicultural Affairs Division of the Commonwealth Department of Immigration and Multicultural Affairs and the Chief Executive Officers of the Ethnic Affairs Commissions or like bodies in the State and Territory Governments.

The maximum number of members which the authority can register is eight. In 1997-98 six governments registered as members and three governments registered as observers. Members have full voting rights at the Annual General Meeting while observers have speaking but not voting rights at this meeting.

The Members of NAATI for 1997-98:

Mr David Wheen (to 20.11.97)	Commonwealth
Mr David Page (from 20.11.97)	Commonwealth
Mr Stepan Kerkyasharian	New South Wales
Mr Uri Themal	Queensland
Mr John Kiosoglous	South Australia
Ms Ann Duffield (to 20.11.97)	Victoria
Mr John Unger (from 5.5.98)	Victoria
Ms Nora Eley	Western Australia

The Observers of NAATI for 1997-98:

Mr Nik Manikis	Australian Capital Territory
Ms Janicean Price	Northern Territory
Ms Lyn Andersch	Tasmania

THE NAATI BOARD OF DIRECTORS

Mr Gentile is currently serving as a member of the Refugee Review Tribunal. Until mid 1997 he was Head of the School of Languages and Interpreting and Translating, Deakin University, and Vice-President of the International Federation of Translators (FIT). He is a NAATI accredited Advanced Translator (Italian / English). Mr Gentile has international recognition for work associated with the establishment of I/T training in Australia and for research into this field of study.

Chairman of the Board
Mr Adolfo Gentile



Vice-chairman
Mr Victor Borg A.M.

Mr Borg is the principal of the firm Victor Borg & Co, Barristers and Solicitors, Chairperson of the Ethnic Communities Council of Victoria, President of the Maltese Community Council of Victoria Inc. and a part-time member of the Immigration Review Tribunal. Mr Borg is an active participant on boards of several other organisations with functions assisting migrant and aged groups.

Ms Madina is the Head of Television, SBS. She is Australia's first woman and person of non-English speaking background to head a national television network. Before joining SBS she was involved in economics research with the Industries Assistance Commission and in Management Education at the University of New South Wales. She was also an adviser on the Interpreter Education Program at the Institute of Languages, University of New South Wales.

Ms Sawsan Madina



Ms Grace Dawson

Ms Dawson is the Executive Director and member of the Board of Franmore Pty Ltd, a large private sector organisation that manages several aged care facilities in NSW. Prior to this, Ms Dawson was the General Manager of the Language Services Division of the Ethnic Affairs Commission, NSW, where she had overall responsibility for the provision of language services and policy direction, pertaining to language services issues. Ms Dawson has a varied background in senior administrative roles. She is an associate fellow of the Australian College of Health Service Executives and is a registered nurse. She now continues to support and promote the work of NAATI in the private sector.

Mr Karas has worked as a legal practitioner and is currently serving as a Senior Member of the Immigration Review Tribunal. His association with NAATI extends back to 1980 when he became a foundation member of the NAATI State Assessment Panel for Translators and Interpreters (SAPTI) for the Northern Territory. He was also a NAATI Board member from 1981 to 1983 and Chairman of the Queensland Regional Advisory Committee from 1990 to 1994. After an absence of few years he again resumes an active role within NAATI.

Mr Steve Karas



Ms Sherrill Bell

Ms Bell currently serves NAATI in the role of Executive Director and is an ex-officio member of the Board. She came to NAATI after a long academic career at the University of Canberra. Ms Bell has responsibility for the management of NAATI and for providing research and direction for Board consideration. She has represented NAATI at numerous national and international Interpreter and Translation events.

CHAIRMAN'S REPORT ON NAATI

1 July 1997 - 30 June 1998

1. INTRODUCTION

1997/98 represented NAATI's twentieth year of operation, fifteen of which have been as a public company. To commemorate the achievements, NAATI hosted a number of state/territory functions and one national function in Melbourne at which the Hon Michael MacKellar the Minister originally responsible for the founding of NAATI was the key-note guest speaker. At this function there was the first launching of NAATI's Service Charter.



NAATI Chairman of the Board Mr Adolfo Gentile

The year extending from 1 July 1997 to 30 June 1998 was the third and last year of the current term for the Board of Directors. One of its directors, Ms Sawsan Madina resigned in November 1997 due to ill health. It was also the second year of the Business Plan. 1996/97 – 1999/2000. The year was characterised by important developmental work for the company and the profession. It was also marked by a slowing of new applications for accreditation, the demand for testing and the awarding of new accreditations.

There were also a number of new initiatives including:

- Development and launching of the NAATI Service Charter;
- Appointment of Dextra Systems Ltd to carry out the implementation of the Computer Technology Review ;
- Development and release of the *Guidelines for Courses in Legal and Health Interpreting*;
- Convening of a special meeting of the Board to develop the future directions of NAATI;
- Completion of a feasibility study on the use of computers for the Translator Test;
- Continued liaison with SOCOG for the testing of Paraprofessional Interpreters for the SOCOG Language Volunteer program; and
- Participation on the DIMA Steering Committee for the Peter Day Consultancy on I/T Registration.

In 1997/98, NAATI continued to meet its service commitments, extended the range of languages available for testing, released the course guidelines for specialisations in legal and health interpreting, initiated the implementation of the computer technology review, launched a new service charter, initiated a pilot project in North Queensland, completed a feasibility study on the use of computers in translation tests, negotiated an enterprise agreement with its staff (to near acceptance level) and relocated its offices in Melbourne and Sydney.

The year has been marked by continuing collaboration and consultations with parties within Australia such as NAATI Members, AUSIT, SOCOG, service providers and practitioners. It has also been marked by increasing interest by international groups seeking information, advice or participation by NAATI in matters related to interpreting and translation.

The public image of NAATI continues to improve as evidenced by the increasing number of requests for advice by public and private employers. Public awareness of NAATI and the I/T profession in general has increased as evidenced by the increasing number of people within public service and the general community who are familiar with the Authority and the increasing invitations to NAATI directors and senior staff to participate in government meetings, seminars, conferences and community and/or business events.

The recognition of NAATI's work by overseas governments and educational institutions continues to grow as has been demonstrated this year by the invitations from South Africa and China to participate in local events and enterprises and by the visit of another Taiwanese group which traveled to Australia for NAATI workshops and testing.. NAATI continues to receive inquiries about accreditation from countries such as New Zealand, Hong Kong, Taiwan, Vietnam, Korea, Indonesia, the U.S.A., Canada and the U.K.

The demand for NAATI accreditation and the consequent implications for the profession remain strong. NAATI is well placed to continue and extend its services. NAATI moves into the next financial year having met its task objectives for the second year of the Business Plan and with confidence in making similar achievements for the next year. The main development that will occur in the next financial year will be the computer technology upgrade and the administrative restructuring which will enable NAATI to deliver its services in a more efficient and effective way.

The following pages provide details about specific achievements for 1997-1998.

FUTURE DIRECTIONS

IMPLEMENTATION OF THE NAATI BUSINESS PLAN: YEAR TWO

In March 1996, Ministers approved the NAATI Business Plan 1996/7 to 1999/2000 together with the associated funding commitments. The financial year 1997/98 represented the second year of the Business Plan during which NAATI achieved the following objectives:

- the addition of one new language for accreditation testing;
- a reduced testing program; (as per the business plan)
- greater cost recovery on tests;
- a significant improvement in the test/result turn-around time;
- delivery of more than double the target number of workshops;
- doubled the circulation of NAATI News;
- the release of the *Guidelines for Courses in Legal and Health Interpreting*;
- the commencement of the computer technology upgrade; and
- a significant improvement in the financial outcomes.

THE COMPUTER TECHNOLOGY UPGRADE

At the 1997 AGM, Members of NAATI representing the Commonwealth and five state/territories agreed to make a one-off contribution towards the computer technology upgrade. This was ratified at the Ministerial Council Meeting of March 1998. The Commonwealth notified NAATI that it intended to recover its contribution through savings made over the next four years.

In March and April 1998, NAATI invited tenders for the implementation of the Computer Technology Review. A Steering Committee which included a representative of DIMA was formed to select the most appropriate tender and to provide guidance throughout the project. Dextra Systems Ltd under the management of Mr Rowan Lane was appointed for the implementation. The contract was signed on 17th July for the project which is to extend from 1 July 1998 to 30 June 1999. The project is part of the NAATI Business Plan originally scheduled for implementation during this second year of the plan but has been deferred to the third year of the plan due to the length of time required to finalise the funding arrangements.



Computer experts Rowan Lane and Carsten Schinkel working on NAATI's computer upgrade.

ACCREDITATION ACTIVITIES 1997-98

TESTING

During the year NAATI planned to meet the recommendation of the Business Plan by retaining the previous year's annual test program numbers at 2500 tests. Despite designing a program which would normally meet this target, the test numbers fell short by 328. The shortfall in numbers was particularly pronounced for the professional Translator tests. While test numbers for the Interpreter Test were above the predicted numbers. However, the total number of tests in 1997-98, including the on-demand tests, was very close to the target (2461 tests).

The annual program included 36 languages compared to 32 in the previous year and included one new language namely Tamil. As in previous years, the program concentrated on tests at the Interpreter and Translator level with lesser emphasis on the Paraprofessional Interpreter level. While it was intended to withdraw translation tests at the paraprofessional level five years after the introduction of the language for testing, the extremely small number of candidates who have achieved accreditation at the professional level in these languages has led the Board to reconsider its policy. The Board has decided to extend the period of time for paraprofessional translation testing until such time that there are a sufficient number of qualified professional translators.

With knowledge of the forthcoming Olympics in 2000, NAATI included a letter from SOCOG with the interpreting invitations in January 1998 encouraging candidates to sit for tests and gain their accreditation well ahead of the Olympics. This seemed to have an impact on the acceptance rate for the interpreter tests.

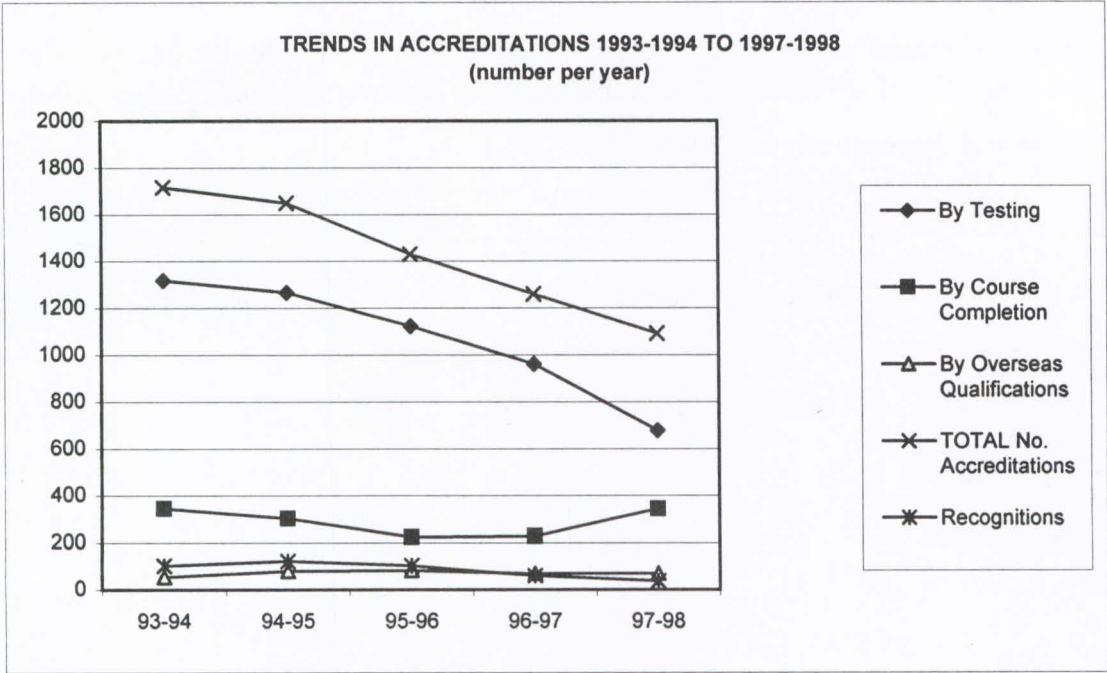
During 1997/98, NAATI conducted approximately 1,777 I/T tests within the annual program (cf. 2,220 in 96/97) and 289 on-demand tests (cf 462 in 96/97) in 8 capital cities and 9 other regional locations. In accordance with NAATI's commitment to provide further training and test preparation opportunities for candidates, 55 workshops were conducted nationally, 19 of which were in New South Wales.

In addition to the interpreting and translation tests, NAATI conducted 395 Language Aide tests (cf with 418 in 1996/97) in relation to government allowances. Such tests were conducted in twenty three languages, three more than in the previous year.

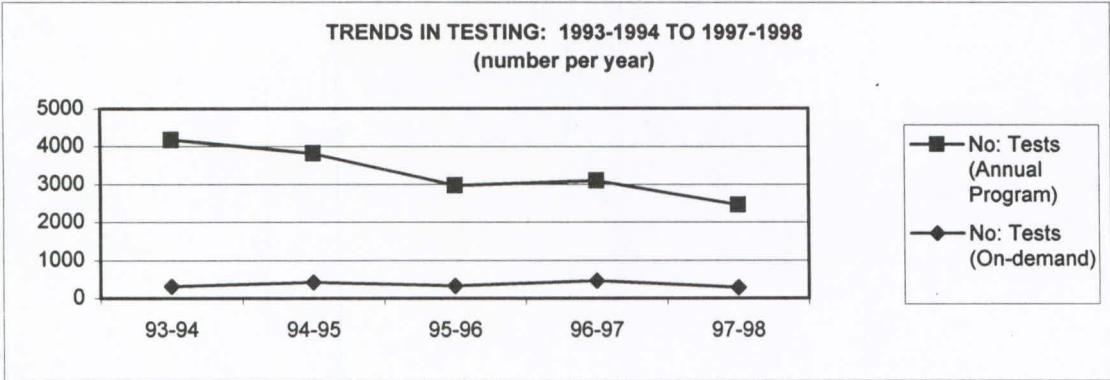
During the year under review NAATI awarded 1092 accreditations bringing the total accreditation numbers to 21,851. Of these, 11,693 are at the paraprofessional level and 10,157 are at the professional levels. In addition, NAATI granted 37 'Recognitions' bringing the cumulative total to 1,972 and 159 Language Aide qualifications bringing this cumulative total to 1,568.

The trends in testing and accreditation are presented in the following graphs. The number of accreditations per year over the past five years has been decreasing (Graph 1) in accordance with NAATI's business planning strategy to progressively reduce the annual testing program to a level of approximately 2,300 per year (Graph 2). It should also be noted that the sharp increase in the number of course accreditations between 1996/97 and 1997/98 (from 228 to 344) was equally distributed among Paraprofessional Interpreter (+46), Interpreter (+34) and Translator (+35) accreditations. Overall, there has been a steady growth in the total number of accreditations over the time period (See Graph 3).

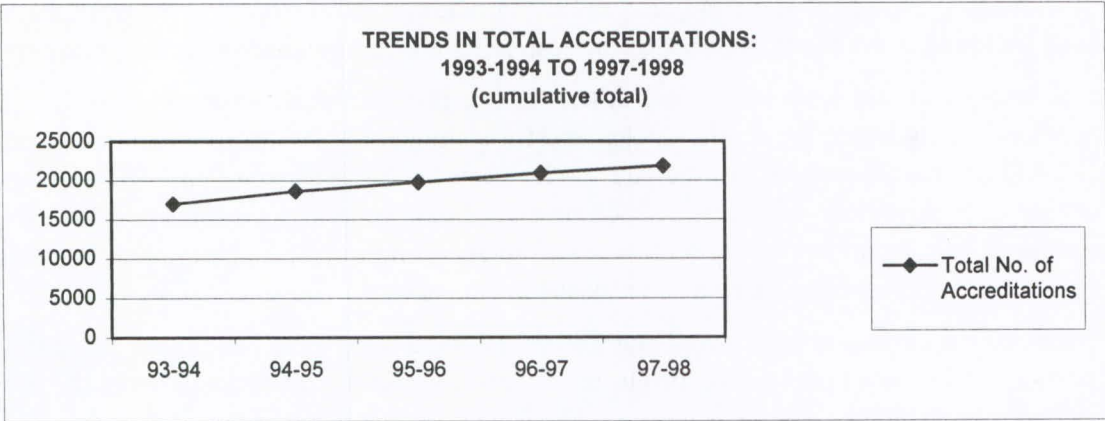
GRAPH 1



GRAPH 2



GRAPH 3



Summary details of accreditation services for 1997/98 follow. This includes the number of tests and accreditations, the national testing program, course approvals and overseas qualifications assessments.

Table 1: Tests and Accreditations: 1997-98

Level	Number of Tests		Accreditations			Recognitions
	Annual Program	On demand tests	By Test	By course	By overseas	Number of recognitions
Para.Trans	36	1	23	-	-	-
Para. Int	228	95	174	193	-	-
Para. Int Ind. Language	-	-	-	-	-	-
Trans. >Eng	561	66	108	40	6	
Trans. >LOTE	597	81	160	44	42	
Interpreter	344	28	54	62	-	
Adv.Trans >Eng	4	-	-	-	4	
Adv.Trans >LOTE	7	1	1	-	10	
Conf.Int. >Eng	-	-	-	2	-	
Conf.Int. >Lote	-	-	-	3	-	
Adv.Trans. Sen>Eng	-	-	-	-	-	
Adv.Trans. Sen> LOTE	-	-	-	-	-	
Conf.Int.Sen. >Eng	-	-	-	-	2	
Conf.Int.Sen >LOTE	-	-	-	-	5	
Lang. Aide						
Oral	271	14	159			
Written	124	3				
Recognitions						
Interp	-	-	-	-	-	24
Trans	-	-	-	-	-	13
TOTAL	2172	289	679	344	69	37

In comparison with the previous year, the 1997-98 testing program was smaller in overall numbers by 221 (8 % decrease) as a result of the lower demand for some tests. A survey of candidates who withdrew from testing showed that the majority cited "unreadiness for testing" as the primary reason. Other reasons included overseas at the time of the test, personal reasons and other commitments.

The range of languages and levels included in the testing program was determined by the market demand for selected languages, the candidate demand for testing and the number of graduates emanating from NAATI approved courses. In the year under review, NAATI received 1642 new applications requesting approximately 4400 tests. Each new applicant on average requests 2.68 tests. For example a request in translation (both directions) and interpreting in one language combination, say English / Spanish, would be considered as a request for three tests.

Another feature of the testing program was that 289 on-demand tests were conducted for individuals unable to participate in the annual testing program. This is a significant decrease over the previous year's on-demand tests (462).

NATIONAL TESTING PROGRAM FOR 1997/98

Language	Translator	Paraprof. Interpreter	Translator	Interpreter	Advanced Translator
Amharic	X	X			
Arabic			X	X	
Assyrian	X	X			
AUSLAN		X		X	
Bosnian	X	X	X	X	
Cantonese				X	
Chinese			X		
Croatian			X	X	
Dari	X	X	X	X	
Dutch			X	X	
Finnish			X	X	
French			X	X	X
German			X	X	X
Greek			X	X	
Hindi	X	X	X	X	
Italian			X	X	X
Japanese			X	X	
Khmer		X		X	
Korean			X	X	
Macedonian			X	X	
Maltese		X	X	X	
Mandarin		X		X	
Persian			X	X	
Polish			X	X	
Punjabi		X	X	X	
Romanian			X	X	
Russian			X	X	
Samoan	X	X			
Serbian			X	X	
Somali	X	X			
Spanish			X	X	X
Tamil	X	X			
Tongan	X	X			
Turkish			X	X	
Ukrainian		X	X	X	
Urdu	X	X	X	X	
Vietnamese			X	X	

NOTE: As from 1 January 1996, NAATI ceased accrediting translators in Cantonese and Mandarin and instead now offers accreditation in Chinese only. No changes in the accreditation policy for interpreting have been made.



Candidates at NAATI Translation test, Melbourne 1997

LANGUAGES TESTED BY NAATI NAATI ACCREDITATION AVAILABLE

Albanian	Amharic	Arabic	Assyrian
AUSLAN	Bosnian	Bulgarian	Cantonese
Croatian	Czech	Dari	Dutch
Eastern Arrernte	Filipino	Finnish	French
German	Greek	Hakka	Hindi
Hungarian	Indonesian	Italian	Japanese
Khmer	Korean	Lao	Macedonian
Malaysian	Maltese	Mandarin	Persian
Pertame	Pitjantjatjara	Polish	Portuguese
Punjabi	Romanian	Russian	Samoan
Serbian	Slovak	Somali	Spanish
Tamil	Thai	Tongan	Turkish
Ukrainian	Urdu	Vietnamese	Warlpiri

LANGUAGES NOT TESTED BY NAATI : NAATI RECOGNITION AVAILABLE

Afrikaans	Armenian	Azerbaijani	Bengali	Bielorussian
Burmese	Catalan	Cebuano	Cook Is Maori	Danish
Estonian	Fijian	Flemish	Gujerati	Hamun
Hebrew	Hindustani	Hiri-Motu	Hokkien	Ilocano
Javanese	Kazakh	Konkani	Kurdish	Lingala
Latvian	Lithuanian	Malayalam	Marathi	Melanesian
Multani	Nepalese	Norwegian	Oromo	Pidgin
Pukapukan	Pushto	Slovene	Sinhalese	Sudanese
Swahili	Swedish	Syriac	Taiwanese	Tatar Telugu
Teo Chiew	Tetum (Timorese)		Tigrinya	Uighur
Uzbek	Wu (Shanghainese)		Yiddish	

NAATI RECOGNITION:

Interpreters/translators practising in rarer languages, to whom accreditation is not available through one of the three standard methods of accreditation are eligible for NAATI Recognition. The authority "Recognises" candidates in this category who are able to provide documented evidence that they are practising on a sufficiently regular basis.

The award of Recognition does not have equal status to accreditation, because NAATI has not had the opportunity to testify by formal assessment to a particular standard of performance. It is an acknowledgement that, at the time of the award, the candidate has had recent and reasonably regular experience as a translator and/or interpreter, but no level of proficiency is specified. The award of Recognition retains validity only until accreditation testing is introduced.

COURSE APPROVALS

NAATI is responsible for the maintenance and approval of 14 courses for interpreters and translators in tertiary institutions in Australia. Course approvals during the year included:

New Language Streams Within Approved Courses

National Diploma in Interpreting (Paraprofessional)

Centre for Australian Languages & Linguistics	Paraprofessional Interpreter course (Aboriginal Languages: Kriol, Dhangu, Djambarrpuynu, Gupapuyngu, Gumatj Murrinh-Patha)	1997-1999
RMIT, Melbourne	Cantonese, Polish, Albanian Hungarian, Arabic, Spanish, Turkish	1997-1999 1998-1999
Hobart	Bosnian German	1997-1999 1998-1999
Liverpool TAFE	Vietnamese, Khmer	1997-2000
Petersham TAFE	Thai, Indonesian	1998-1999
CMC TAFE Perth	Croatian, Auslan, Filipino, Portuguese, Spanish Thai, Arabic, Italian Bunjima, , Yindjibarndi (Karratha flexible Delivery) Martu Wangka, Nyangumarta Mandjiljama	1998-1999 1998-1999 1998-1999

Course Re-approval

University of Wollongong	Paraprofessional Interpreter Course Italian	1998-2002
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While NAATI continues to monitor and approve I/T courses, the decrease in NAATI-approved training programs in the university sector is a cause for concern. During the year, Deakin University announced that no further intake would occur into its I/T courses from January 1998. The Board of Directors convened a special meeting in February 1998 to discuss I/T training and the implications of the decline of NAATI-approved training courses at the professional level on the future directions for NAATI.

Overseas Qualifications Assessments

During the year under review, NAATI granted the following number of accreditations on the basis of overseas accreditations:

<u>Overseas Qualifications Assessments</u>	
Advanced Translator (Senior) >Eng	0
Advanced Translator (Senior) >LOTE	0
Conference Interpreter (Senior)>Eng	2*
Conference Interpreter (Senior)>LOTE	3
Conference Interpreter (Senior) (LOTE>LOTE)	2
Conference Interpreter (into English)	0
Conference Interpreter (into LOTE)	0
Advanced Translator into English	4
Advanced Translator into LOTE	5
Advanced Translator (LOTE.>LOTE)	5
Translator into English	6
Translator into LOTE	42
TOTAL	69
(* includes language combinations other than English)	

Number of applications received: 89; Number of language entries 104

In making the above accreditations NAATI researched and assessed courses at several overseas institutions not previously assessed. Those meeting Australian standards of I/T accreditation at various levels have now been added to the NAATI compendium of overseas qualifications which are eligible for NAATI accreditation. This compendium now exceeds 100 overseas courses.

NAATI ACCREDITATIONS

At 30 June 1998 NAATI had awarded 21,909 accreditations in I/T in eighty six languages; 1972 recognitions in 102 languages and 1568 Language Aide qualifications in 45 languages. It should be noted that many recognitions awarded in the early years are no longer valid due to the introduction of accreditation tests in languages once “Recognised” only.

Number of Accreditations / Recognitions: 1977 - 1998

Level	Number of Accreditations
Para.Trans	4192
Para.Int.	7368
Para. Int.	133
Indigenous Lang.	
Trans. >Eng	3529
Trans. >LOTE	4074
Interpreter	2230
Adv.Trans >Eng	109
Adv.Trans >LOTE	99
Conf.Int. >Eng	23
Conf.Int. >Lote	14
Conf.Int. (both directions)	32
Adv.Trans.Sen >Eng	1
Adv.Trans.Sen >LOTE	3
Conf.Int.Sen >Eng	11
Conf.Int.Sen >LOTE	6
Conf.Int.Sen (both directions)	27
Total	21851
No.of Languages	86
Language Aide Qualifications	1568
No. of Languages	45
Recognitions:	
Interp.	1134
Trans.	838
Total	1972
No of Languages	102

NEW DEVELOPMENTS

Specialist Qualifications in Legal and Health I/T

In accordance with the Business Plan, NAATI completed the development of guidelines for courses in legal and health interpreting. The project commenced in the previous year of the plan when meetings of two specialist advisory committees were convened on 26 November 1996. From advice received from these committees, the NAATI Qualifications Assessment and Advisory Committee developed draft guidelines which were circulated on three occasions for comment and amendment.

The NAATI Board of Directors approved the guidelines in May 1998 and made them available to prospective course providers. It is intended that candidates who successfully complete courses following the NAATI guidelines will be recognised as Interpreters with specialist qualifications in Health or Legal interpreting. The response by institutions and employer organisations has been encouraging.



Adolfo Gentile and Peter Davidson with the new Guidelines

Development of a NAATI Service Charter



The Hon. Michael MacKellar launches NAATI's Service Charter at the 20th Anniversary celebrations in Melbourne



Board member Grace Dawson introduces the Service Charter at the 20th Anniversary celebrations in Sydney

As part of NAATI's commitment to improve its service delivery to candidates, employers and the profession, NAATI developed a service charter which was launched at the national 20th Anniversary celebration in Melbourne on 20 November 1997. The Service Charter commits NAATI to professional service and includes statements on responsiveness, access to information and procedures for dealing with service complaints. NAATI produced 5000 copies of the charter of which more than half were distributed in the first three months.

Feasibility Study on the Use of Computers in Translation Tests

In recognition of the common work practice of using word processing packages and computers for translation work, NAATI initiated a feasibility study in relation to the possible introduction of the use of computers for the Translator Tests. This will have implications for scheduling tests throughout the year rather than in one sitting during two days every November. The Board decided to give support to a pilot project in Sydney and Melbourne to use computers for translation tests (LOTE into English) between September 1998 and March 1999 with a view to expanding the facility on a wider scale thereafter. The introduction of computers for testing will have profound implications for the deregulation of testing programs and for administrative procedures. Such issues need to be resolved prior to the full introduction of this facility.

Development of an Enterprise Agreement for NAATI

Throughout the year, NAATI worked with staff to develop an enterprise agreement acceptable to both parties. Although NAATI has been separated from the Commonwealth Department of Immigration since 1983, and has been operating by using the public service rules as guidelines, it was felt that it needed terms and conditions of employment more appropriate to the size and nature of the organisation. By the end of the financial year, the Enterprise Agreement was close to acceptance by staff. It is anticipated that it will receive the staff vote of approval and be certified by the Australian Industrial Relations Commission by the end of 1998.

Approval for Pilot Project in North Queensland

In recognition of the special need for training and testing in North Queensland, but mindful of the need for cost recovery in all operations, the NAATI Board approved a pilot project for North Queensland. In conjunction with the Queensland Office of Ethnic and Multicultural Affairs, NAATI plans to conduct an information and promotional campaign in North Queensland to ascertain the level of demand for NAATI workshops and accreditation tests. The information campaign is to take place between August and November 1998 with a view to delivering workshops and testing in the period February to June 1999 subject to demand. The Office of Ethnic and Multicultural Affairs has committed \$1500 to help minimise the cost of workshops should the demand be sufficient for implementation.

OTHER ACTIVITIES

Other activities during the year included:

NAATI MEETINGS

During the year the **NAATI Board of Directors** met four times as follows:

14-15 August 1997	Darwin
20-21 November 1997	Melbourne
19-20 February 1998	Adelaide
21-22 May 1998	Canberra

The **Qualifications Assessment and Advisory Committee** met four times as follows:

25 July 1997	Canberra
1 November 1997	Sydney
14 February 1998	Canberra
16 May 1998	Canberra

Regional Advisory Committees

Throughout 1997/98 the Regional Advisory Committees met approximately five times in each state and territory. They were involved in a variety of activities including the planning and implementation of the local 20th Anniversary events, assisting with workshops in interpreting and translation and for the purposes of continuing professional development, promoting I/T as a profession and NAATI accreditation as a pre-requisite for entry to it, monitoring changes to public I/T services, monitoring the proper use of interpreters and translators by businesses and organisations and commencing a project to audit government policies for I/T in each state and territory.

CONSULTATIONS

Throughout the year the Board and the Executive Director met with a range of organisations and institutions to facilitate cooperation among NAATI, I/T educators, I/T service providers, and the consumers of I/T services.

The Board met with AUSIT (the Australian Institute of Interpreters and Translators Inc.), public and private service providers, and NAATI Regional Advisory Committees.



Meeting with Language 2000 Consortium, Sydney

In addition NAATI participated in the 2000/2001 Language Planning Consortium meetings as organised by Language Australia. This consortium, composed of I/T educators, AUSIT, NAATI, NSW and Commonwealth government departments and the Sydney Organising Committee for the Olympic Games (SOCOG) was established in 1996 to facilitate planning for language services before and during the Olympic Games. During the year, NAATI also convened consultative meetings with representatives of the Northern Territory Office of Aboriginal Development and the Northern Territory Aboriginal Interpreter Service.

During 1997-98 NAATI acted in an advisory or participatory capacity to a range of parties, including:

- South Africa through participation in a national conference followed by university visits re I/T training, all at the invitation of the South African Government;
- The Pan South African Language Board (PANSLB) in its work to develop the regulation of I/T in
- SOCOG re the development of a policy for language services for the Olympics and the testing of paraprofessional interpreters prior to selection as language volunteers for the Olympics;
- DIMA in relation to the steering committee for the Peter Day Consultancy on Registration for the I/T profession;
- Various government departments concerning recruitment policies for interpreters and translators; and
- Australia Securities and Investment Commission, the NSW Dept of Fair Trading, the Australian Competition and Consumers Commission re the questionable business practices of an Australian private I/T agency.



Professor Golele, Sherrill Bell, Professor Marivate and Khethiwe Marais at National Conference on I/T Regulation, Johannesburg, South Africa



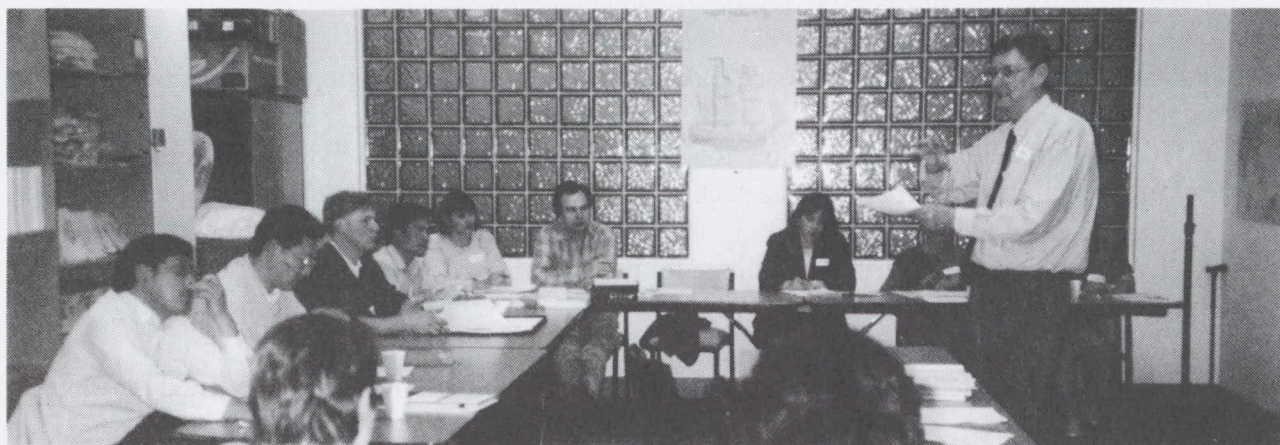
Visiting South African delegation with Amalia Milman, second from left, and Sherrill Bell

TRAINING AND WORKSHOPS

Throughout the year NAATI provided 55 workshops in ten locations for candidates preparing for tests and for accredited practitioners who were seeking continuing professional development. In particular, NAATI presented 26 test preparation workshops, 21 I/T skills development workshops and 8 continuous professional development workshops.

In addition to such programs for its candidates, NAATI conducted training programs for its examiners in Melbourne, Sydney, Adelaide, Brisbane, Canberra and Perth. All newly appointed examiners were required to attend familiarisation sessions prior to the main workshops.

During the year, NAATI also updated its annual catalogue of I/T training courses delivered by tertiary institutions and service providers throughout Australia during the period under review.



Candidates at NAATI workshop, Melbourne

NAATI's 20th ANNIVERSARY

During the period August to December 1997, NAATI hosted celebrations in all capital cities to mark the 20th Anniversary of the organisation. The national celebration was held in Melbourne on 20 November at which the Hon Michael McKellar was the key-note speaker. Mr McKellar was the Commonwealth minister responsible for the original establishment of NAATI. In other capital cities, ministers and/or their key advisors currently responsible for ethnic affairs in the relevant state or territory participated in the celebrations. NAATI received many good wishes from individuals who have contributed to the success of the organisation over the twenty year period.



Some of the distinguished guests at NAATI's 20 Anniversary celebrations in Adelaide, Canberra and Sydney

NAATI ADMINISTRATION

The growth in NAATI candidature and administrative activities continued to be strong during 1997/98. By 30 June 1998, the total NAATI candidature reached 34,446 with 1,642 being added during the period under review. The growth in the candidature and the additional services being provided (additional languages tested, test availability in non-metropolitan centres and training workshops) continues to extend staff resources. While staff numbers have declined slightly through the consolidation of the part time positions, the number of full time positions have remained unchanged since 1994.

Due to the termination of leases in both Sydney and Melbourne, NAATI took the opportunity to relocate its offices to more suitable premises. In both cases, the new offices are slightly larger and better appointed. Both offices are now suitable for conducting I/T workshops and meetings in-house rather than in hired venues.



STAFF

The operations of NAATI are carried out by 14 full time staff and 12 part time staff working the equivalent of 19.2 full time positions in both the central and regional offices. In addition NAATI contracts more than 275 examiners to set and mark examinations.

CENTRAL OFFICE STAFF

(at 30 June 1998)

Ms Sherrill Bell	Executive Director
Mr Ian Sullivan	Registrar
Ms Anne Looker	Assistant Registrar
Mr Neil Sinclair	Publications Officer
Ms Eugenia Krikonis	Administrative Officer (Personnel)
Ms Mirela Sharrock	Administrative Officer (Accounts)
Ms Tracie Saillard	Word Processor (Testing)
Mr Atif Jamil	Information Technology Officer (P/T)
Mr Hugh Sainty	Information Technology Officer (P/T)
Ms Celia Kochevatkin	Word Processor/Clerical Assistant
Ms Rowena Parkes	Receptionist
Ms Santa Jugovac	Word Processor/Clerical Assistant (P/T)
Ms Pilar Christis	Word Processor/Clerical Assistant (P/T)

REGIONAL OFFICE STAFF

(at 30 June 1998)

ACT	Mr Geoff McKergow	Regional Officer
NSW	Mr Skender Bregu	Regional Officer
	Ms Barbara Hermann	Education Officer
	Ms Dea Perini	Testing Officer
	Angela Coburn	Receptionist (from 17/2/97)
NT	Ms Ceu Federer	Regional Officer
QLD	Ms Claire Ferrier	Regional Officer (to 31 December 1997)
	Mr Jim Duncan	Regional Officer (from 1 January 1998)
	Birgit King-Martin	Casual Assistant
SA	Ms Cheryl Appelkamp	Regional Officer
TAS	Ms Hildegard Toledo	Regional Officer
VIC	Ms Cynthia Toffoli-Zupan	Regional Officer
	Ms Marie Scharley	P/T Assistant
WA	Ms Bente Sorensen	Regional Officer
	Ms Marva Phillip	Clerical Assistant

COMMITTEES

QUALIFICATIONS ASSESSMENT AND ADVISORY COMMITTEE

(at 30 June 1998)

Mr Adolfo Gentile (Chairman)
Mr Peter Davidson
Ms Anna Grassi
Mr David Lord
Ms Amalia Milman

REGIONAL ADVISORY COMMITTEES

(at 30 June 1998)

Australian Capital Territory:

+ Mr P R Ireland
Mr G Kaminskis
* Ms A Milman
Mr J McKergow (RO)
Dr C Hayes
Ms S Jamison
Mr D von Behrens
Ms M Welsh
Mr M Ovington
Mr R Crawshaw
(from February 1998)

New South Wales:

Mr S Bregu (RO)
Ms G Dawson (Director)
* Ms M Gerber
Ms A Grassi
Mrs P Ridoutt
Mr R Doneff
Ms P Cruise
Ms A Lucas
Ms R Lazzari
Ms E Lascar
Mr R Lucarini
Mr R Chakhachiro

Northern Territory:

Ms C Federer (RO)
Ms K Norris
+ Ms A Quinn
Ms A Wait
* Dr P Carroll
Ms V McClintic
Dr P Chakravarti

Queensland:

Dr M Brandle
Ms M Denver
Ms C Ferrier (RO)
Mr S Karas (Director)
Mr P O'Brien
* Ms M Spring
+ Ms M R Tse
Mr A von Stein
Mr Lauches
Mr C Leung
Mr J Rygielski
Ms S Jordan
Mr T Leahy
(from November 1997)

South Australia:

Ms C Appelkamp (RO)
Mr J Apostolakis
* Mr M Armiento
Dr D Costa
Mr E Neophytou
Mr B Jones
Mr A Lisacek
Mr C Sanchez
Mr F Schaffer
+ Mr J Tuma
Mr J Hallett
Ms N Schultz
Ms D Vulcovich

Tasmania:

Ms L Andersch
Ms S Bridge
* Ms P Dyer
Mr D Gardiner

Mr R George
(from November 1997)
Ms E Hodson
Mr M Pathik
Ms H Toledo (RO)

Victoria:

Ms S Akcelik
Mr I Akinci
Mr V Borg (Director)
+ Ms G Chen
Ms W Davenport
Prof. A Gentile (Director)
* Ms M Maggio
Ms S Pavlovskia
Ms C Toffoli-Zupan (RO)
Mr U Ozolins
Ms E Costabir
Ms A Florez
Ms E Wakim
Ms M. Bridge

Western Australia:

* Mrs D Dixon
Mr G Daniells
Ms N Eley
Dr L Elicegui
Ms B Sorensen (RO)
Ms K Bontempo
Ms C Lopez
Mr B Lardicos
Mr C Luckman
Det Sgt J Potter
Ms M Phillip

* denotes chairperson
+ denotes deputy chairperson

NAATI ACHIEVEMENTS: 1997 - 1998

The following achievements were made by NAATI during the year under review:

Celebration of NAATI's 20th Anniversary

Release of the first NAATI Service Charter

Recognition by an overseas government as an international lead-body for I/T accreditation systems as evidenced by the invitation by the South African Government to participate in a national conference on the regulation of the I/T profession in South Africa.

Completion of the computer technology review and the appointment of a consulting firm for implementation

Completion and release of *Guidelines for Courses in Legal and Health Interpreting*.

Close liaison and cooperation with the Sydney Organising Committee for the Olympic Games (SOCOG) concerning the provision of NAATI accredited paraprofessional interpreters for the pool of volunteer language specialists required for the games.

Introduction of accreditation tests in Tamil.

Provision of accreditation tests and/or workshops in Cairns, Townsville, Coff Harbour, Lismore, Wollongong and Newcastle.

Provision of training programs in Melbourne, Sydney, Adelaide, Brisbane, Canberra and Perth for I/T Examiner Panel members in relation to setting and marking tests.

Publication of the *Directory of Accredited and Recognised Practitioners of Interpreting and Translators* on the world wide web and in book format..

Fulfillment of the commitments associated with the second year of the NAATI Business Plan.

FINANCIAL STATEMENTS

SUMMARY STATEMENT

Operations for the year ended 30 June 1998 resulted in an audited operating surplus of \$36,042, compared with an audited operating deficit of \$4,811 for the previous year. This is a positive reversal of deficit outcomes and indicates that the strategies of the business plan are beginning to take effect.

Although NAATI's revenue decreased by \$85,576 from the previous year, totalling \$1,551,668, its total expenditure decreased even more by \$126,428 giving a total expenditure of \$1,515,626. Significant areas of increased revenue include accreditations by course, Practitioners Directory sales and NAATI News sales. All other categories of revenue either remained similar to that of the previous year or declined. The main area of expenditure savings included testing, education services (workshops), insurance, payroll tax, and salaries. Expenditure increased in the areas of rent, QAAC sitting fees & other costs, relocation costs and unanticipated legal costs.

In 1997/98 NAATI generated income equivalent to 48.92% of its total income compared to 52.2 in 1997, 51.9% in 1996 and 52.4% in 1995.

The accumulated surplus at 30 June 1998 was \$432,407, an increase of \$36,042 over the previous year. The Authority is in a sound financial position, able to adequately cover its statutory obligations, and with a small working capital to secure its operational functions during periods of low revenue. The Board has been assured by the accountants that the accumulated surplus is adequate but not excessive for the operating conditions of the Authority.

NAATI has committed \$100,000 of this surplus towards implementing the recommendations of the Computer Technology Review. The impact of the reduction in the operating surplus in the next financial year will be a decrease in revenue derived from investments and a more precarious position in terms of hedging unexpected costs. NAATI will need to exercise careful planning in the next financial year to ensure a balanced financial outcome.

Independent Audit Report to the Members of the

National Accreditation Authority for Translators and Interpreters Limited

Scope

We have audited the attached financial statements, being the Statement by Directors, Income & Expenditure Statement, 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 Limited for the year ended 30 June 1998. The Authority's directors are responsible for the financial statements. 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 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 whether, in all material respects, the financial statements are presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements and statutory requirements so as to present a view which is consistent with our understanding of the Authority's financial position, the results of its operations and its 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 Limited are properly drawn up:

- (a) so as to give a true and fair view of:
 - (i) the state of affairs as at 30 June 1998, and of the surplus and cash flows for the financial year ended on that date of the Authority; and
 - (ii) the other matters required by Divisions 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 and other mandatory professional reporting requirements.

HARDWICKE'S
Chartered Accountants


ROBERT JOHNSON
Partner

Date: 5 / 10 / 98
Canberra

NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996

**DIRECTORS' REPORT
FOR THE YEAR ENDED 30 JUNE 1998**

Your Directors submit their report made in accordance with a resolution of the Directors with respect to the financial accounts for the year ended 30 June 1998.

1. Directors

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

Adolfo Gentile
Steve Karas
Stefan Romaniw
Richard Acheson
Bernice Pfitzner

(Refer to Attachment 1 to this report for Director's Particulars).

2. Principal Activities

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

There have been no significant changes in the nature of the principal activities of the Authority during the financial year.

3. Operating Results

The net operating surplus of the Authority for the financial year ended 30 June 1998 was \$36,042.

4. Dividends Paid or Recommended

The Memorandum and Articles of Association prohibit the payment of dividends to Members of the Authority.

5. Review of Operations

The Authority has returned a surplus this year after several years of deficits. The surplus was \$36,042, which exceeded the budget target of \$5,940. Although Government revenue increased by \$9,000, revenue from testing was down some \$67,000 on the previous year and revenue from other sources was down \$28,000. However the Authority was able to reduce its expenses to more than compensate for the reduced revenue.

The major test areas that had reduced revenue were Paraprofessional Interpreting and T & I Translation which accounted for about \$57,000 of the reduction. Lower interest rates and reduced Practitioner Directory entry fees were the big contributors to lower revenue from other sources. A reduction in total salary expenses of about \$58,000 as well as lower test processing costs have helped to reduce the expenses to allow for the surplus.

NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996

**DIRECTORS' REPORT
FOR THE YEAR ENDED 30 JUNE 1998**

6. State of affairs

The Authority has operated with a surplus of \$36,042 this year. With continued efforts to maintain exam and other revenue, and expenditure being monitored, the Authority's state of affairs should mean that a surplus will again be returned in 1999.

7. After Balance Date Events

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Authority, the results of those operations, or the state of affairs of the Authority in any subsequent financial year.

8. Director's Emoluments

No director has received or become entitled to receive, during or since the financial year, a benefit because of a contract between the Authority or a related body corporate with a director, a firm of which a director is a member or an entity in which a director has a substantial financial interest.

This statement excludes a benefit included in the aggregate amount of emoluments received or due and receivable by directors and shown in the Authority's accounts, prepared in accordance with the Corporations Law, or the fixed salary of a full-time employee of the Authority.

9. Likely Developments and Results

The computer technology upgrade has commenced. Grants of \$90,850 to be used for this purpose had been received by 30 June 1998. It is likely that the upgrade will cost more than the grants that have been and will be received for it. The Authority however expects to gain benefits from the upgrade. These two items could affect the long term results of the Authority.

10. Directors and Auditors Indemnification

The Authority has not during or since the financial year in respect of any person who is or has been an officer or auditor of the Authority:

- indemnified or made any relevant agreement for indemnifying against a liability incurred as an officer, including costs and expenses in successfully defending legal proceedings; or
- paid or agreed to pay a premium in respect of a contract insuring against a liability incurred as an officer for the costs or expenses to defend legal proceedings;

NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996

DIRECTORS' REPORT
FOR THE YEAR ENDED 30 JUNE 1998

with the exception of the following matters:

- During the year an insurance premium was paid in respect of the persons listed below to insure against liability for costs and expenses incurred by them in defending any legal proceedings arising out of their conduct while acting in the capacity as director or officer of the Authority, other than conduct involving a wilful breach of duty in relation to the Authority.

Officers insured include:

A. Gentile	S Madina
V Borg	S Bell
S Karas	G Dawson
E Krikonis	

11. Year 2000 Compliance

The directors are reviewing the Authority's Year 2000 issues. Procedures are and will be introduced to address the issues as they arise and the directors expect that the problem will be managed satisfactorily.

Signed in accordance with a resolution of the Board of Directors.


.....
Director
.....
Director

Date: 5/10/98

NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996

DIRECTORS' REPORT
FOR THE YEAR ENDED 30 JUNE 1998

ATTACHMENT 1:

DIRECTORS' PARTICULARS

NAME	QUALIFICATION	SPECIAL RESPONSIBILITIES	SHARES IN THE COMPANY	CONTRACTS/ PROPOSED CONTRACTS WITH COMPANY
Adolfo Gentile	IT educator and practitioner and Member Refugee Review Tribunal	Director (Chairperson)	N/A	Nil
Steve Karas	Senior member Immigration Review Tribunal	Director (Deputy Chairperson)	N/A	Nil
Stefan Romaniw	Government administrator	Director	N/A	Nil
Richard Acheson	Government administrator	Director	N/A	Nil
Dr Bernice Pfitzner	Medical practioner	Director	N/A	Nil

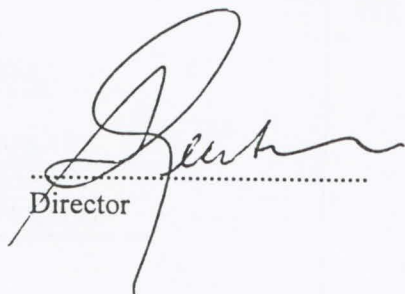
NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996

STATEMENT BY DIRECTORS
FOR THE YEAR ENDED 30 JUNE 1998

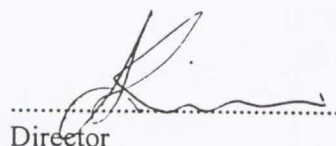
In the opinion of the directors of the Authority:

1. The attached financial statements are drawn up in accordance with Division 4, 4A and 4B of Part 3.6 of the Corporations Law and so as to give a true and fair view of:
 - (b) the state of affairs as at 30 June 1998 and the surplus and cash flows for the financial year ended on that date of the Authority; and
 - (c) the other matters dealt with by these divisions.
2. 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:



.....
Director



.....
Director

Date: 5/10/98

**NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED**
ACN 008 596 996

**BALANCE SHEET
AS AT 30 JUNE 1998**

1997 \$		Note	1998 \$
	CURRENT ASSETS		
612,923	Cash	3	761,727
10,439	Receivables		3,380
7,050	Other	4	10,326
<u>630,412</u>	TOTAL CURRENT ASSETS		<u>775,433</u>
	NON-CURRENT ASSETS		
53,984	Property, plant and equipment	5	53,643
<u>53,984</u>	TOTAL NON-CURRENT ASSETS		<u>53,643</u>
<u>684,396</u>	TOTAL ASSETS		<u>829,076</u>
	CURRENT LIABILITIES		
54,510	Accounts payable	6	50,231
69,178	Provisions	7	68,463
74,893	Other	8	180,131
<u>198,581</u>	TOTAL CURRENT LIABILITIES		<u>298,825</u>
	NON-CURRENT LIABILITIES		
89,450	Provisions	7	97,844
<u>89,450</u>	TOTAL NON-CURRENT LIABILITIES		<u>97,844</u>
<u>288,031</u>	TOTAL LIABILITIES		<u>396,669</u>
<u>\$396,365</u>	NET ASSETS		<u>\$432,407</u>
	ACCUMULATED FUNDS		
<u>\$396,365</u>	Retained surplus	12	<u>\$432,407</u>

**INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 1998**

1997 \$		Note	1998 \$
(4,811)	Operating Surplus/(Deficit)	2	36,042
-	Income tax attributable to operating profit	1	-
401,176	Retained surplus at the beginning of the financial year		396,365
<u>\$396,365</u>	Retained surplus at the end of the financial year	12	<u>\$432,407</u>

The accompanying notes form part of the financial statements.

NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996

CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 JUNE 1998

1997 \$	Note	1998 \$
Cash flow from operating activities		
774,937	Government grants	883,500
490,447	Test related revenue	436,160
338,600	Other revenue	297,142
53,799	Interest received	41,840
(289,810)	Testing expenditure	(238,683)
(1,370,188)	Operating expenditure	(1,257,515)
<u>\$ (2,215)</u>	Net cash provided by operating activities	<u>\$ 162,444</u>
Cash flow from investing activities		
(10,820)	Payment for property, plant & equipment	(13,640)
<u>(10,820)</u>	Net cash used in investing activities	<u>(13,640)</u>
(13,035)	Net increase (decrease) in cash held	148,804
625,958	Cash at beginning of year	612,923
<u>\$ 612,923</u>	Cash at end of year	<u>\$ 761,727</u>

The accompanying notes form part of the financial statements.

NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996

NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 1998

NOTE 1 - STATEMENT OF ACCOUNTING POLICIES

The financial statements are a general purpose financial report that have been prepared in accordance with applicable Accounting Standards and other mandatory professional reporting requirements and the Corporations Law. 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. Cost 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 material accounting policies adopted by the Authority in the preparation of the financial statements.

Income Tax

The Authority is tax exempt under Section 50-25 of the Income Tax Assessment Act 1997.

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 recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets' employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining the recoverable amount.

The depreciable amount of all fixed assets is depreciated on either a straight line basis or a diminishing marginal value basis as appropriate over their useful lives commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable asset are:

Class of fixed asset	Depreciation rate
Office equipment	2.5 - 36%
Furniture & fittings	2 - 40%

Employee Entitlements

Provision is made in respect of the Authority's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and sick leave that will be settled within one year, have been measured at their nominal amount. Long service leave is accrued in respect of all employees with more than 5 years service with either the Authority or in one instance another 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. 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 LIMITED
ACN 008 596 996

NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 1998

1997	1998
\$	\$

NOTE 1 - STATEMENT OF ACCOUNTING POLICIES (cont)

Cash

For the purpose of the statement of cash flows, cash includes:

- (i) cash on hand and at call deposits with banks and financial institutions, net of bank overdrafts; and
- (ii) investments in money market instruments with less than 12 months to maturity.

NOTE 2 - OPERATING SURPLUS/(DEFICIT)

Included in the operating surplus/(deficit) are the following operating revenue and expense items:

REVENUE	
783,150	Government revenue
498,841	Test-related revenue
299,359	Other services revenue
55,894	Interest
<u>1,637,244</u>	TOTAL REVENUE
LESS EXPENSES	
287,135	Testing expenditure
1,354,920	Operating expenditure
<u>1,642,055</u>	TOTAL EXPENDITURE
<u><u>\$(4,811)</u></u>	NET SURPLUS/(DEFICIT)

The Operating Surplus/(Deficit) has been determined after:

- (a) charging as expense:

16,586	Depreciation of property, plant & equipment	13,981
(1,931)	Provision for annual leave	(715)
10,042	Provision for long service leave	8,394

- (b) crediting as income:

<u><u>\$55,894</u></u>	Interest received from other entities	<u><u>\$44,098</u></u>
------------------------	---------------------------------------	------------------------

NOTE 3 - CASH

1,299	Petty cash accounts	1,243
72,797	Operating accounts	108,210
538,827	Investment accounts	652,274
<u><u>\$612,923</u></u>		<u><u>\$761,727</u></u>

NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996

NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 1998

1997 \$		1998 \$
NOTE 4 - OTHER ASSETS		
	CURRENT	
3,091	Accrued income	5,349
737	NSW bond money	-
3,222	Prepayments	4,977
<u>\$7,050</u>		<u>\$10,326</u>
NOTE 5 - PROPERTY, PLANT & EQUIPMENT		
188,560	Office equipment - at cost	189,175
151,279	Less: accumulated depreciation	162,471
<u>37,281</u>		<u>26,704</u>
50,054	Furniture & fittings - at cost	60,627
33,351	Less: accumulated depreciation	33,688
<u>16,703</u>		<u>26,939</u>
<u>\$53,984</u>	Total property plant & equipment	<u>\$53,643</u>
NOTE 6 - ACCOUNTS PAYABLE		
	CURRENT	
<u>\$54,510</u>	Trade creditors	<u>\$50,231</u>
NOTE 7 - PROVISIONS		
	CURRENT	
<u>\$69,178</u>	Provision for annual leave	<u>\$68,463</u>
	NON-CURRENT	
<u>\$89,450</u>	Provision for long service leave	<u>\$97,844</u>

NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996

NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 1998

1997		1998
\$		\$
<hr/>		
NOTE 8 - OTHER LIABILITIES		
	CURRENT	
29,486	Accrued charges	32,553
-	Grants in advance	90,850
9,430	Exam fees in advance	10,110
35,977	Entry fees in advance	46,618
<u>\$74,893</u>		<u>\$180,131</u>

NOTE 9 - AUDITORS' REMUNERATION

	Amounts received or due and receivable by the auditors of the Authority for:	
10,900	Auditing services	10,400
7,200	Other services	6,350
<u>\$18,100</u>		<u>\$16,750</u>

NOTE 10 - DIRECTORS' REMUNERATION

<u>\$34,294</u>	Income paid or payable to all directors of the Authority	<u>\$53,184</u>
Number of directors whose income from the Authority was within the following bands:		
4	\$0 - \$9,999	4
1	\$20,000 - \$29,999	-
-	\$30,000 - \$39,999	1

The names of the directors who have held office during the financial year are:

Adolfo Gentile
Steve Karas
Victor Borg (term completed 30/6/98)
Grace Dawson (term completed 30/6/98)
Sawsan Madina (resigned 21/11/97)

NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996

NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 1998

1997 \$		1998 \$
NOTE 11 - RECONCILIATION OF OPERATING SURPLUS/(DEFICIT) TO NET CASH PROVIDED BY OPERATING ACTIVITIES		
(4,811)	Operating Surplus/(Deficit)	36,042
	Non cash flows in operating profit	
16,586	Depreciation	13,981
10,042	Long service leave	8,394
(1,931)	Annual leave	(715)
	Changes in Assets & Liabilities	
(586)	(Increase)/decrease in debtors	7,059
(2,095)	(Increase)/decrease in accrued income	(2,258)
5,265	(Increase)/decrease in prepayments	(1,755)
-	(Increase)/decrease in NSW bond money	737
(1,782)	Increase/(decrease) in creditors	(4,279)
(82)	Increase/(decrease) in accrued charges	3,067
(8,212)	Increase/(decrease) in grants in advance	90,850
(4,830)	Increase/(decrease) in fees in advance	680
(9,779)	Increase/(decrease) in entry fees in advance	10,641
\$(2,215)	Net cash provided by operating activities	\$162,444

NOTE 12 - ACCUMULATED SURPLUS

The Authority shows an accumulated surplus of \$432,407. The adequacy of this surplus is constantly under review as the company must ensure that it has sufficient working capital to meet its day to day operational cash flows. The cash management issue is quite different to profitability. Management must ensure that there is sufficient cash to meet liabilities as and when they fall due. For NAATI, cash flow can be significantly affected by such factors as the timing of grant payments from the Federal and State Governments, the considerable up front costs that are incurred in running an exam program before any revenue is received and that it is not possible to budget with certainty how many candidates will sit any given exam. NAATI has operating costs, not including exams, of \$1.28 million, or \$107,000 per month. If no grant funding is received and there is a delayed or unsuccessful exam program then NAATI only has a sufficient surplus to operate for approximately four months. Management is very aware that NAATI does not have capacity in its own right to borrow from financial institutions as it cannot offer any security. For these reasons this accumulated surplus is required to be maintained so that operational stability can be ensured.

**NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 1998**

1997
\$

1998
\$

NOTE 13 – SEGMENT INFORMATION

The Authority is a national body that provides and maintains standards for translators and interpreters and promotes, encourages and develops competence and skills in translating and interpreting from one language to another. It operates throughout Australasia.

NOTE 14 – ECONOMIC DEPENDENCY

A significant portion of the Authority's revenue each year is from Commonwealth, State and Territory Government grants.

NOTE 15 – FINANCIAL INSTRUMENTS

Terms, conditions and accounting policies

The Authority's accounting policies, including the terms and conditions of each class of financial asset, financial liability and equity instrument, both recognised and unrecognised at the balance date are as follows:

Recognised financial instruments	Note number	Accounting policies	Terms and conditions
(i) Financial assets			
Receivables		Debtors are carried at nominal amounts due less any provision for doubtful debts. A provision is recognised when collection of the full nominal amount is no longer probable	Accounts receivable are 30 day terms
(ii) Financial liabilities			
Trade creditors and accruals	6,7	Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Authority	Trade creditors are normally settled on 30 day terms

Each class of financial asset and liability is recorded at the aggregate net fair value at 30 June 1998

Net fair values

Financial assets and financial liabilities, both recognised and unrecognised, at balance date, are carried at their net fair value. The carrying amounts of the Authority's financial assets and financial liabilities have been disclosed below.

NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996

NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 1998

1997
\$

1998
\$

NOTE 15 – FINANCIAL INSTRUMENTS (cont)

The following methods and assumptions are used to determine the net fair values of financial assets and liabilities:

Recognised financial instruments

Cash and cash equivalents: The carrying amount approximates fair value because of their short term to maturity

Accounts payable: The carrying amount approximates fair value

Unrecognised financial instruments

There are no unrecognised financial instruments.

Interest rate risk

Financial instruments 30 June 1998	Floating interest rate	Fixed interest rate maturing in:			Non interest bearing	Total carrying amount per accounts	Weighted average effective interest rate
		1 year or less	Over 1 to 5 years	More than 5 years			
(i) Financial assets							
Cash & short term deposits	188,102	561,002	-	-	12,623	761,727	3.89%
Receivables	-	-	-	-	3,380	3,380	N/A
Total financial assets	188,102	561,002	-	-	16,003	765,107	3.87%
(ii) Financial liabilities							
Trade creditors and accruals	-	-	-	-	-	82,784	N/A
Total financial liabilities	-	-	-	-	-	82,784	N/A

NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996

DETAILED INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 1998

1997		1998
\$		\$
GOVERNMENT REVENUE		
401,750	Commonwealth Government	406,600
6,400	ACT Government	6,500
132,800	NSW Government	134,400
99,900	VIC Government	101,100
61,250	QLD Government	62,000
33,200	SA Government	33,600
33,750	WA Government	34,150
3,400	NT Government	3,450
10,700	TAS Government	10,850
<u>\$783,150</u>	Total Government revenue	<u>\$792,650</u>
TEST-RELATED REVENUE		
5,936	Cancellation fees	5,379
24,970	Language Aide test	33,975
6,195	Paraprofessional - Translation	4,360
81,683	Interpreting	45,636
1,236	Review	280
138,920	T & I - Translation	118,031
82,490	Interpreting	80,850
5,502	Review	2,530
450	AT/CI - Translation	5,550
30	Interpreting	-
272	Review	805
79,350	On Demand tests	63,485
69,349	Sale of sample tests	69,139
2,458	Viewing of tests	1,895
<u>\$498,841</u>	Total testing revenue	<u>\$431,915</u>

NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996

DETAILED INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 1998

1997		1998
\$		\$
	OTHER REVENUE	
14,210	Accreditation – course	16,110
4,815	Accreditation – institution.	3,245
84,733	Application fees	77,790
45,756	Directory entry fee	36,001
1,610	Education services – ACT	1,980
33,143	Education services – NSW	32,463
225	Education services – NT	-
7,226	Education services – QLD	4,985
3,350	Education services – SA	2,410
360	Education services – TAS	390
9,975	Education services – VIC	14,665
5,845	Education services – WA	900
55,894	Interest	44,098
6,950	Late application fee	7,800
200	Newsletter advertising	926
755	Other revenue	1,149
6,883	Overseas qualifications	4,413
-	20 th Anniversary	4,000
3,380	Re-instatement fee	2,270
2,655	Recognition fee	2,122
6,999	Sale of 'Ethics of the Profession'	7,553
-	Sale of 'Interpreting in Australia'	390
1,751	Sale of 'Introduction to Interpreting'	1,799
1,688	Sale of other publications	1,009
1,930	Sale of 'Working with Interpreters'	1,040
19,180	Sale of certificates	14,515
1,689	Sale of directory	4,987
10,765	Sale of ID cards	11,585
6,779	Sale of NAATI news	11,528
1,995	Sale of RMIT publications	875
6,615	Sale of translator stamps	6,116
1,085	Sale of 'Walking a Tightrope'	455
6,812	Special overseas assessment fee	7,534
<u>\$355,253</u>	Total Other Revenue	<u>\$327,103</u>
<u><u>\$1,637,244</u></u>	TOTAL REVENUE	<u><u>\$1,551,668</u></u>

NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996

DETAILED INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 1998

1997 \$		1998 \$
	TEST RELATED EXPENDITURE	
13,427	Language Aide	15,292
925	Paraprofessional - setting translation	990
5,279	Paraprofessional - setting interpreting	3,165
1,361	Paraprofessional - marking translation	1,035
16,489	Paraprofessional - marking interpreting	8,817
(266)	Paraprofessional - review of tests	159
2,000	Paraprofessional - monitoring interpreting	1,120
(250)	Paraprofessional - monitoring translation	-
4,667	T & I - setting translation	5,144
14,323	T & I - setting interpreting	13,907
86,215	T & I - marking translation	71,922
23,031	T & I - marking interpreting	20,935
4,015	T & I - review of tests	1,641
1,180	T & I - monitoring translation	1,560
2,400	T & I - monitoring interpreting	1,040
4,379	AT/CI - setting translation	3,350
-	AT/CI - setting interpreting	900
1,840	AT/CI - marking translation	4,110
190	AT/CI - review of tests	385
13,727	Printing of tests	11,043
2,323	Purchase & erasure of tapes	808
6,045	Tape production - master	5,918
4,154	Hire of test venues	3,216
2,485	Supervision - Translation	1,066
1,476	Supervision - Interpreting	1,473
3,255	Readers for Interpreting tests	3,883
-	Technician - Language aide & Interpreting tests	420
31,700	On Demand tests	18,631
20,713	Sample tests - stock	8,210
3,706	Sample tests - development	4,987
4,640	Examiner training	6,404
7,950	Chairperson honorarium fees	9,150
3,756	Telephone/postage/courier - reimbursement	1,929
<u>\$287,135</u>	Total testing expenditure	<u>\$232,610</u>

NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996

DETAILED INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 1998

1997		1998
\$		\$
	OPERATING EXPENDITURE	
7,200	Accountancy fees	6,350
628	Advertising	1,004
10,900	Auditor's remuneration	10,400
4,000	AUSIT costs	-
5,996	Bank charges	9,485
271	Books purchased	301
25,771	Communications – postage/courier	25,670
782	Communications – internet	831
21,512	Communications – telephone/facsimile	22,688
28,800	Consultants	684
16,586	Depreciation	13,981
45,796	Directors' remuneration & other costs	65,730
36,718	Education services	18,312
10,114	Electricity	10,275
2,287	Enterprise Bargaining costs	1,279
19,547	Equipment – photocopier lease	19,217
-	Equipment – purchase	2,256
3,513	Equipment - repairs and maintenance	3,295
-	Furniture & fittings	482
264	Filing fees	-
5	Identification cards	69
5,853	Insurance - contents & liability	3,647
650	Insurance - directors & travel	2,350
11,087	Insurance - workers' compensation	5,608
1,341	Legal costs	9,714
3,321	Office - general expenses	3,174
98,665	Office – rental	108,602
10,142	Office - upkeep (including cleaning)	10,241
33,075	Payroll tax	26,288
-	Penalties	1,976
47,751	Printing - directory/newsletter/stationery	49,159
7,221	Printing - photocopier charges	4,332
1,070	Publicity and functions	80
10,999	QAAC sitting fees & other costs	18,021
540	RAC other costs	1,115
-	Relocation costs	6,878

**NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996**

**DETAILED INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 1998**

1997 \$		1998 \$
	OPERATING EXPENDITURE (cont.)	
27,671	Salaries – casual	11,156
10,042	Salaries – provision for leave	8,395
717	Salaries – overtime	8,054
751,879	Salaries - permanent/contract	703,629
651	Special Projects & Events	6,740
4,078	Staff training	846
77,504	Superannuation contributions	75,416
3,285	Translator stamps	2,550
6,688	Travelling expenses	2,460
-	Video production & royalty costs	276
<u>1,354,920</u>	Total operating expenditure	<u>1,283,016</u>
<u>1,642,055</u>	TOTAL EXPENDITURE	<u>1,515,626</u>
<u>(\$4,811)</u>	OPERATING SURPLUS/(DEFICIT)	<u>\$36,042</u>

