



Student Course Outline

PSP60816 Advanced Diploma of Translating



STUDENT COURSE OUTLINE

PSP60816 Advanced Diploma of Translating

AITI is a Registered Training Organisation delivering Nationally Recognised Training. We have a commitment to helping people achieve their learning goals in a supportive learning environment.

AITI provides specialised training for anyone considering a career and employment within the translation industry.

How can training benefit you?

- Gain a Nationally Recognised qualification upon successful completion of the course
- Fun and flexible delivery of training and assessment by experienced industry trainers and assessors
- The opportunity to choose a new career path or expand a current career path through recognised qualifications
- Learn new skills
- Develop your existing skills further, or have your existing skills recognised with a nationally recognised qualification
- Meet new people, network with others, and gain confidence in your employment skills!

Pathways

Articulation into higher education programs may be possible from the PSP60816 Advanced Diploma of Translating qualification. Employment conditions, assignments and work roles in Australia will require practising translators to have accreditation from NAATI (National Accreditation Authority for Translators and Interpreters Ltd).

What content is covered in the training?

The PSP60816 Advanced Diploma of Translating (English and Mandarin) qualification reflects the skills and knowledge required to translate special purpose texts from one language to another to convey information written using specific terminology for a specific audience. The qualification is designed for people who translate in highly specialized domains at the professional level in areas such as legal, medical, and business contexts.

By successfully completing the qualification, students will be well prepared for employment in a range of translation industry related roles.

NAATI Approved Course

Students who complete an AITI qualification that is a NAATI approved course will be offered the opportunity to receive recommendation by AITI to NAATI for accreditation at a level that is relevant to the skills outcome of the qualification completed. Students who wish to be recommended by AITI to NAATI for accreditation must:

- enrol in an AITI course with current NAATI course approval
- achieve the qualification
- demonstrate a required level of performance in a final examination



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PSP60816 Advanced Diploma of Translating: Units of Competency

Students need to complete 13 units of competency, consisting of:

- 5 Core units
- 8 Elective units (compulsory)

Core units

Unit Code	Unit Name
PSPTIS100	Apply codes and standards to professional judgement
PSPTIS101	Negotiate translating and interpreting assignments
PSPTIS060	Analyse text types for translation of special purpose texts (LOTE-English)
PSPTIS061	Quality assure translations
CUFWRT401	Edit texts

Elective units(compulsory)

Unit Code	Unit Name
PSPTIS062	Translate special purpose texts from English to LOTE
PSPTIS064	Read and analyse special purpose English texts to be translated
PSPTIS063	Translate special purpose texts from LOTE to English
PSPTIS065	Read and analyse special purpose LOTE texts to be translated
PSPTIS068	Demonstrate complex written English proficiency in different subjects and cultural contexts
SITXLAN3415	Read and write documents in a language other than English (Mandarin)
PSPTIS066	Apply theories to translating and interpreting work practices
PSPTIS069	Maintain and enhance professional practice

Who can undertake the training?

Applicants must be 18 years or older.

All ESL (English as Second Language) applicants must demonstrate proficiency in English with an IELTS score of 6.5, or completion of a recognized Degree or Diploma or equivalent in any discipline from an English speaking country. In addition, all students are required to undertake an intake test to demonstrate adequate competency in both English and LOTE (Language Other Than English) as part of the enrolment process.

This program has been designed to be delivered through classroom based delivery and students must have the ability to attend the scheduled sessions as per the timetable. Students are to be informed of the timetable on enrolment and must maintain the required student contact hours.

Qualification Pre-requisites

There are no education pre-requisites for this qualification.

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How often do the courses run and what is their duration?

Student Contact Hours and Course Duration

The course duration is one semester of 24 weeks, with a total of 440 student contact hours.

Each semester is broken into two terms of 11 study weeks each. There are 2 weeks for breaks. Students will have 20 hours of contact time per week. A typical delivery schedule is indicated below:

- Term 1: Student contact hours = 20 hours per week x 11 weeks (220 hours)
- Mid-Semester Break = 2 weeks
- Term 2: Student contact hours = 20 hours per week x 11 weeks (220 hours)
- Total Student Contact Hours = 440 hours

Student Study Time Outside Class

Students are required to allocate some study time each week to undertake some reading, written work and general study time.

As a general rule, AITI recommends students should allocate approximately 20 hours per week outside of class time – additionally, however, AITI also recommends that the more time and effort students put into their studies the better the results will be!

AITI believes that all students should be encouraged to take responsibility for their own learning and to understand that as learners, they have an active role to play in their training/learning and assessment process.

How is the course trained and assessed?

Training and assessment will take place in AITI’s training rooms by a qualified Trainer monitoring your progress.

The course is delivered with both theory and practical elements and is completed via a simulated work environment. The delivery of training will include a mixture of classroom delivery, group discussions and individual research.

Assessment is used to provide you with feedback on your progress and to measure your skills and knowledge against the training qualification requirements and those of the industry. The assessment process will include written and practical presentations, observation and classroom participation and will require some time away from the training rooms completing assignments and self-paced exercises. Once the student commences a nominated course, AITI will deliver the Training Program using competency based training principles and practices in accordance with the Standards for Registered

Training Organisations. Where a student has undertaken an assessment and it has been marked as ‘Not Yet Competent’ (NYC), they can apply for re-sitting the test/or have a re-assessment (Re-sit of an assessment task/test fees may apply). If they are deemed ‘NYC’ for a second time they are to re-enrol into that unit. This will include repeating a unit fee for the applied unit(s).

Graduation

You are required to achieve Competency in all units to be eligible to be awarded the PSP60816 Advanced Diploma of Translating(English and Mandarin). AITI will issue you Graduation Documents within 30 calendar days from the date when all of your units are marked as Competent by your assessors.

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How much will it cost?

Tuition fees for the PSP60816 Advanced Diploma of Translating qualification are as follows:

Course name	Tuition fee
(PSP60816) Advanced Diploma of Translating	\$7800

Other fees

COURSE-RELATED NON-TUITION FEES	
Application Fee	A\$250
RPL/RCC Application Fee	A\$100 per competency unit title
Credit Transfer Application Fee	A\$100 per competency unit title
Administration Fee for Refund	A\$250
T/T Bank Charge	A\$18
Re-issue of Qualification Certificate	A\$20 (per certificate)
Re-issue of Academic Transcript	A\$20 (per transcript)
Re-issue of Completion Letter	A\$20 (per letter)
Re-issue of Statement of Attainment	A\$20 (per statement)
Re-issue of NAATI Recommendation Letter	A\$20 (per letter)
Bank Surcharge	0.23% for EFTPOS and 1.41% for Credit card
Re-Issue Fee for Replacement of Student ID Card	A\$20 (per student card)
Re-sit of an Assessment Task / Test	A\$300
Repeating a Unit Fee	Full Unit cost as per the below table
Library Deposit	A\$50 per 3 items
Overseas Student Health Cover (OSHC)*	A\$ 559 (12 months/adult)
Accommodation Placement Fee * (charged by outsourcing company)	A\$ 200
Airport Pickup Fee * (charged by outsourcing company)	A\$ 150
FINAL EXAM/MOCK TEST RELATED NON-TUITION FEES	
Final Exam Refund Administration Fee	A\$100
Final Exam Rescheduling Fee	A\$50
Repeat for Any Final Examination	A\$600
Additional of Re-sit of a Mock Test	A\$500
Deferring an Additional or Re-sit Mock Test	A\$100

*These points refer to International Students only.



Fee Cost of Individual Units of Competency *

ADT - PSP60816 Advanced Diploma of Translating			
AITI Unit Code	National Training Package Unit Code	Unit Name	Unit Fee
ADT01	PSPTIS101	Negotiate translating and interpreting assignments	\$354
ADT02	CUFWRT401	Edit texts	\$709
ADT03	PSPTIS060	Analyse text types for translation of special purpose texts (LOTE-English)	\$532
ADT04	PSPTIS064	Read and analyse special purpose English texts to be translated	\$532
ADT05	PSPTIS100	Apply codes and standards to professional judgement	\$354
ADT06	PSPTIS062	Translate special purpose texts from English to LOTE	\$1,064
ADT07	PSPTIS061	Quality assure translations	\$354
ADT08	PSPTIS063	Translate special purpose texts from LOTE to English	\$1,064
ADT09	PSPTIS069	Maintain and enhance professional practice	\$354
ADT10	PSPTIS068	Demonstrate complex written English proficiency in different subjects and cultural contexts	\$532
ADT11	SITXLAN3415	Read and write documents in a language other than English (Mandarin)	\$1,064
ADT12	PSPTIS066	Apply theories to translating and interpreting work practices	\$532
ADT13	PSPTIS065	Read and analyse special purpose LOTE texts to be translated	\$355

* The fees quoted above are current and accurate at the time of publishing. All fees will be confirmed when you enrol into the course /services. Fees will then remain fixed for the duration of the course unless there is some dramatic increase in costs occurred beyond AITI's control. In such event, any increase in costs will be notified at least one month prior to their application.

How do I enrol?

Domestic Students

1. Read and understand the information contained in the *Student Information Handbook* (available from AITI's Student Administration Department, online at www.aiti.edu.au, or authorised AITI Education Agents).
2. After selecting a course of study you wish to undertake, read and understand the associated *Student Course Outline* (available from AITI's Student Administration Department, online at www.aiti.edu.au, or authorised AITI Education Agents).
3. Complete an AITI *Application* form, and attach copies of any required documentation (e.g. photo ID, IELTS certificate, and education qualifications).
4. Undertake the intake test, attach to the *Application* form, and return all documentation to AITI.
5. If your application is accepted by AITI, you will then receive an AITI *Letter of Offer* and an *Offer Acceptance/Enrolment Agreement* form, which you must read carefully and complete all details before signing to show that you understand and agree to all of the information provided.
6. Return all documents to AITI.
7. Provide AITI with the tuition payment and begin your studies!

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International Students

1. Read and understand the information contained in the *Student Information Handbook* (available from AITI's Student Administration Department, online at www.aiti.edu.au, or authorised AITI Education Agents).
2. After selecting a course of study you wish to undertake, read and understand the associated *Student Course Outline* (available from AITI's Student Administration Department, online at www.aiti.edu.au, or authorised AITI Education Agents).
3. Complete an AITI *Application* form, and attach copies of any required documentation (e.g. passport, IELTS certificate, education qualifications).
4. Undertake the intake test using the Intake Test Form, attach to the *Application* form, and return all documentation to AITI.
5. If your application is accepted by AITI, you will then receive an AITI *Letter of Offer* and an *Offer Acceptance/Enrolment Agreement* form, which you must read carefully and complete all details before signing to show that you understand and agree to all of the information provided.
6. Return all documents to AITI along with the tuition payment.
7. Once confirmation of payment is received, AITI will issue you a CoE (Certificate of Enrolment).
8. You are advised to check all CoE details carefully and contact the Student Administration Department about any discrepancies immediately – incorrect enrolment information may affect student visa outcomes.
9. Once you have confirmed your CoE is correct, you can apply to DIBP (Department of Immigration and Border Protection) for a Student Visa (for further general information about student visa conditions please refer to Student Information Handbook. For further detailed information, please contact DIBP directly at the website www.immi.gov.au or call 131 881).
10. Once you receive your Student Visa*, you can then begin your studies!

*Refer to the *AITI Refund Policy* and *AITI Terms and Conditions* for details regarding the refund of tuition fees in the case of visa refusal.

All information collected during Enrolment is used for administrative and statistical purposes and will remain confidential.

NAATI Accreditation: Professional Translator (English to Chinese)

AITI offers the PSP60816 Advanced Diploma of Translating qualification as a NAATI approved course. Study in this program prepares students and provides them with the opportunity to gain recommendation from AITI to NAATI for accreditation as a Professional Translator (English to Chinese).

To be considered for recommendation by AITI, students must:

- successfully complete the PSP60816 Advanced Diploma of Translating (English and Mandarin) qualification by demonstrating competency in each of the 13 units
- achieve satisfactory results in a final examination containing two text passages (each worth 50% of total marks) that students must translate from English into Chinese, with a minimum score of 65% marks per passage and a score of 70% overall.

Students who satisfactorily meet the above requirements will receive a documented recommendation from AITI which the student can then submit to NAATI for consideration of accreditation. Students who are unsuccessful in an initial attempt to achieve satisfactory results in the examination have the option of undertaking one additional supplementary examination within a three month period from the date of the initial examination attempt. Any form of misrepresentation, cheating or plagiarism in the final accreditation exam will automatically lead to disqualification from the examination. For further details and conditions/requirements, please contact AITI.

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Please note that students who do not wish to become NAATI Accredited do not need to sit the final examination in order to be awarded the PSP60816 Advanced Diploma of Translating (English to Chinese) qualification.

Please note that NAATI's Approved Courses system of VET and Higher Education institutions will be superseded by a system of Endorsed Qualifications (EQ) after 1 January 2018.

For most updated information about NAATI approved courses and the Endorsed Qualifications (EQ) system, please visit the NAATI website at www.naati.com.au.

About AITI

Operating since 2006, AITI is a provider of high quality education services boasting an exceptional teaching team – all of our translating & interpreting trainers hold NAATI Professional Translator (Level 3) accreditation or above, and many have PhDs or Masters degrees. With many years of extensive teaching and vocational experience, they are amongst the best in the field of translation and interpretation.

AITI's Melbourne City Campus is equipped with up-to-date broadband equipped computers and audio-visual facilities and a special translation reference library to provide students with a comfortable and inviting study environment that is rich with resources.

Should you have any enquires or questions, you can contact AITI's Office by telephone and email, or simply visit us in person (see below).

For Further Information:

Please do not hesitate to contact AITI if we can assist you in any way:

AITI Melbourne Head Office

Level 5, 20 Queen Street,
Melbourne, VIC 3000, Australia
Telephone: (61-3) 9620 1618
Email: info@aiti.edu.au

AITI Adelaide Campus

Level 1/ 38 Gawler Place, Adelaide SA 5000, Australia
Telephone: (61-8)7088 2778
Email: info@aiti.edu.au

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