



REVALIDATION WORK PRACTICE LOGBOOK FOR TRANSLATORS

For translating work undertaken between:	/...../.....	AND/...../.....
NAME:				NAATI NUMBER:
LANGUAGE OTHER THAN ENGLISH (LOTE):	(NOTE: Use a separate Logbook for each language and direction)			
DIRECTION (Please tick one box only per logbook)	<input type="checkbox"/>	ENGLISH → LOTE	NOTE: For Translators accredited in both language directions, NAATI will give special consideration for situations where there is a disproportionate amount of translation in one direction causing a shortfall in the requirements for revalidation in the other direction.	
	<input type="checkbox"/>	LOTE → ENGLISH		

To meet the requirements for revalidation you must either **translate, proofread or edit 30,000 words** in each language direction over three years. This represents an average of 200 words per week. Translators who meet the required number of words before the end of the three-year period should continue to keep records of additional work until the end of the three-year period.

This document has been designed so that records can be kept electronically by entering information directly. If completing manually additional sheets should be photocopies of the page without assignment numbers indicated.

Acceptable as evidence of Work Practice:

- 1. Proof of employment as a translator from employer**
Please provide an original signed letter from your employer(s) on company letterhead. The letter must clearly state you by name and NAATI number. It must clearly state the period of employment, proportion of overall duties that translating formed, the translation language(s), the types of documents translated and average number of words translated per week **in each language and/or direction**.
- 2. Proof of assignments completed from a service provider**
Please provide an original signed letter from the service provider on company letterhead. The letter must clearly state the language(s) in which translating was undertaken, the number of words translated, edited or checked **in each language and/or direction** and the period over which these translations were completed.
- 3. Summary of assignments completed**
Please complete pages 2, 3 and 4 of this document.

NAATI will accept any combination of 1, 2 and/or 3 as evidence of meeting the minimum requirement of 30,000 words. Pages 1 and 5 of this logbook have to be submitted with all evidence provided.

WORK PRACTICE LOGBOOK FOR TRANSLATORS

Year	Month	Translations completed, edited or checked	Type of documents	Total words translated	Form of documentation retained
<i>2012</i>	<i>FEBRUARY</i>	<i>12</i>	<i>Annual reports and identity documents</i>	<i>5000</i>	<i>Proof of payment</i>

= Total of words translated on this page

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Declaration

I certify that the (tick as appropriate)

- 1. Proof of employment as translator
- 2. Proof of translations completed from a service provider
- 3. Summary of translations completed

Is/are a true and accurate record of the **words** I have translated, edited and checked during the stated reporting period and that I have the documentary evidence necessary to support the above record should I be called on to present it for validation/audit.

Signature:

Name:
(Print name here)

Date: