



NAATI Revalidation

INFORMATION BOOKLET

This booklet has been developed to assist applicants who are revalidating their NAATI accreditation or recognition. It provides an introduction to the process involved and will help you complete your application. **You should read this booklet carefully.**

WHO WE ARE

NAATI is a company that is jointly owned by the nine governments of Australia. We are governed by a Board of Directors, who are appointed by the owners.

Our mission, as outlined in the NAATI Constitution, is to set and maintain high national standards in translating and interpreting to enable the existence of a pool of accredited translators and interpreters responsive to the changing needs and demography of the Australian community.

NAATI services are available through any of our offices located across Australia.

WHAT WE DO

Some people get confused about what NAATI is and what we do. Essentially, NAATI is a standards organisation responsible for setting, maintaining and promoting high professional standards.

Our core focus is issuing accreditations for practitioners who wish to work as translators and interpreters in Australia.

Our aim is to be a respected and recognised global leader in the provision of certification services for translators and interpreters, providing quality services and being responsive to the individuals and organisations which benefit from NAATI's services.

NAATI's work enhances the translation and interpreting industry's competitiveness and contributes to a community demand for everyone to be able to communicate and interact with each other.

REVALIDATION: KEEPING THE PROFESSIONAL EDGE

Revalidation is the mechanism by which translators and interpreters with NAATI accreditation or recognition demonstrate at regular intervals that they remain up-to-date and fit to accept assignments and work.

The revalidation system applies to all types of NAATI accreditation and recognition, including:

- Advanced Translator (Senior)/Conference Interpreter (Senior)
- Advanced Translator/Conference Interpreter
- Professional Translator/Professional Interpreter
- Paraprofessional Translator/Paraprofessional Interpreter
- Recognised Translator/Recognised Interpreter

This system does not apply to Language credentials, which are not considered by NAATI to be a type of translating or interpreting accreditation.

Revalidation acts as a **quality seal** that shows that you are:

- Consistently working as a translating or interpreting professional
- Constantly developing your ethical decision making and professional skills
- Maintaining your language and vocabulary
- Contributing to the overall translating and interpreting profession

If a practitioner does not apply for revalidation or does not meet the revalidation criteria, the accreditation or recognition will lapse. Practitioners whose accreditation lapses or who do not meet the Revalidation requirements will be able to re-obtain the accreditation through one of the available pathways to that accreditation.

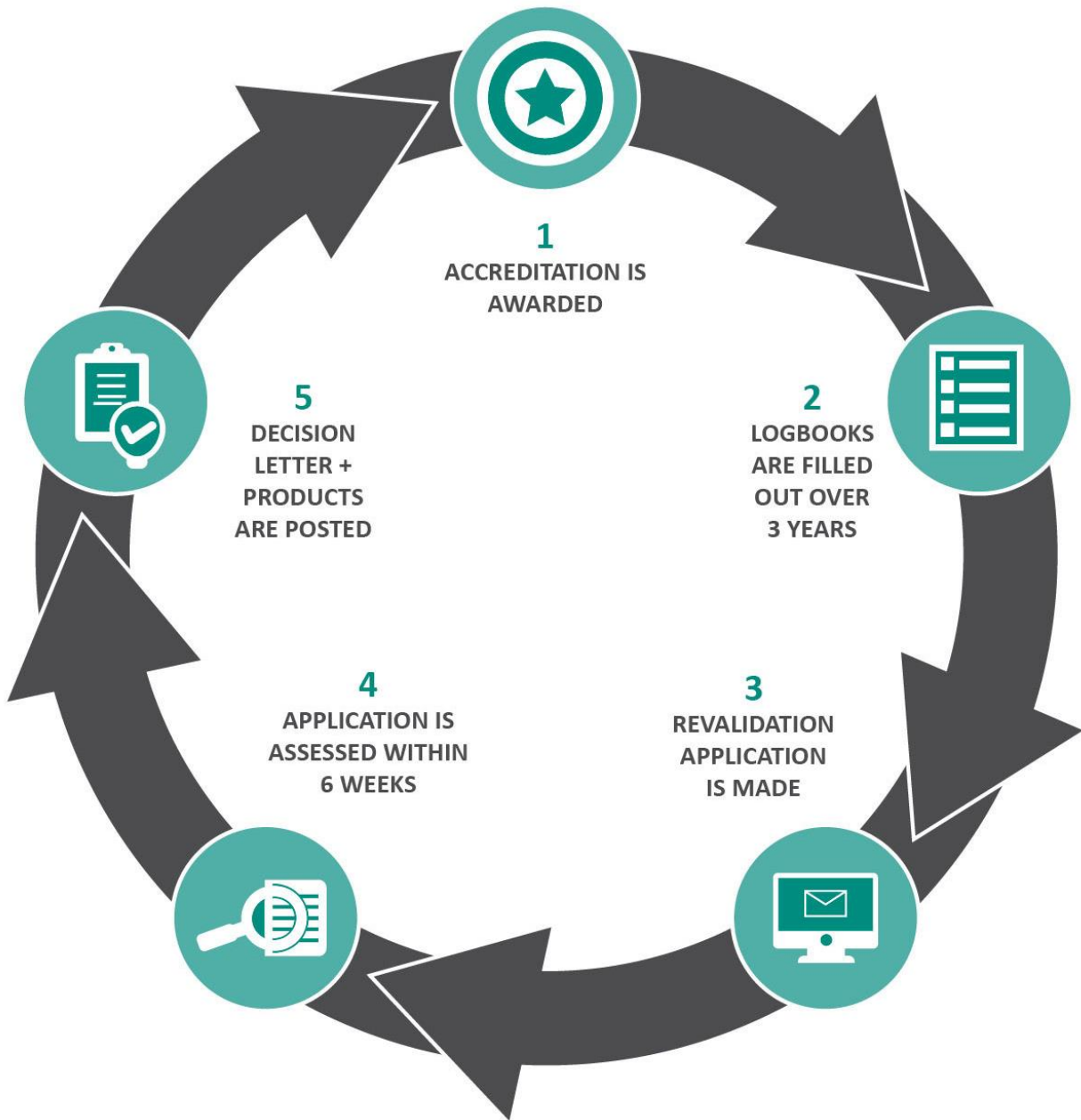
From 1 January 2007, all accreditations and recognitions awarded by NAATI were awarded with an expiry date (this date being three years from when it was awarded). Practitioners with older accreditations have the opportunity to opt-in to the system.

NAATI strongly encourages practitioners to opt-in to the revalidation system as it will:

- Ensure you retain the highest level of competency and currency in the profession
- Ensure industry-wide professional standards are maintained and enhanced
- Foster long-term sustainability, integrity and demand in the industry
- Demonstrate your commitment to the highest ethical standards
- Help promote NAATI accreditation as the preferred standard throughout the industry

To opt-in to the revalidation system, you will need to download and complete the *Application to Opt In to Revalidation* form from www.naati.com.au. Once an accreditation is part of the revalidation system it will be valid for three years from the opt-in date.

THE REVALIDATION SYSTEM



1. ACCREDITATION IS AWARDED

NAATI accreditations and recognitions are awarded via a number of pathways including via testing, completing a NAATI approved course or submitting an overseas qualification for assessment. NAATI notifies an individual of the award of an accreditation in writing and this advice will include the date of expiry for the accreditation.

How to revalidate

The Revalidation process is based on:

- (1) Evidence of work practice as a translator or interpreter
- (2) Evidence of professional development activity
- (3) An application for revalidation prior to expiry of the accreditation

If the accreditation is revalidated, it will be valid for a further three years.

Criteria for revalidation

(A) Work Practice

To be revalidated a practitioner must be able to demonstrate they have undertaken a minimum of:

- An average of 10,000 words translated, edited, proofread and/or checked per year over the three years (or 30,000 words in total) for translating accreditations
- An average of 40 assignments or 40 hours per year over the three years (120 assignments or 120 hours in total) for interpreting accreditations. An assignment is any job ranging in time from less than one hour up to a day.

The work practice requirements must be met for each language and skill in which an accreditation or recognition is held. The criteria are the same irrespective of the type of accreditation or recognition held.

Work practice can be either paid or pro bono but, irrespective of the nature of the work, independent verification must be provided, if requested for auditing, to confirm this work has been completed.

For practitioners holding accreditations in languages or language directions where there is low demand for a translator or interpreter, including practitioners based in rural and regional areas, the work practice criteria may be reduced where evidence of this can be provided.

Work practice of less than 10,000 words per year may also be accepted where the translator holds accreditation both from and into English in one language and meets the criteria in one language direction and not in the other direction.

(B) Professional Development

To be revalidated a practitioner must be able to demonstrate they have undertaken professional development activities within the three years that meet the following criteria:

Category	Minimum points
Ethics of the Profession	30
Maintenance of Language	30
Skills Development	30
Complementary Skills Development	No minimum
Contribution to the Profession	No minimum
TOTAL	120

Professional development activities have been divided up into five categories with a range of opportunities within each category. Different types of professional development attract different points. The *NAATI Professional Development Catalogue* provides details of the types of professional development activities and the points that can be claimed.

Planning for professional development activities over the revalidation period, ensuring that the criteria for revalidation are met is important.

Applicants should note that only professional development completed within the current revalidation period can be claimed. This means that if accreditation has been granted on the basis of completion of a NAATI approved course, this qualification cannot be claimed as professional development for revalidation purposes.

Maternity leave, illness or special circumstance provisions

NAATI understands that there can be circumstances that lead to practitioners not meeting the requirements for revalidation. During the commencement of revalidation NAATI will seek not to disadvantage anyone who attempted to meet the requirements for revalidation but due to circumstances outside of their control did not. There is the option for applicants for revalidation to provide details of their particular circumstances in Part 2 of the application form.

Consideration will be given on a case-by-case basis if there are extended periods where the practitioner was unable to work either for maternity or health reasons. Medical evidence must be provided in support of any claim in this regard. A year's extension may be provided for a practitioner to meet the revalidation requirements, one year pro rata, in circumstances where no work is undertaken over the revalidation cycle. Where a practitioner was able to work for a proportion of the revalidation cycle the assessment will be on a pro rata basis.

Practitioners holding Interpreter or Translator Recognition

Translators and interpreters who hold a NAATI recognition can only revalidate their recognition while testing has not been established for the language and skill.

If testing for a language is established, NAATI will phase out recognition for the language. This means that recognitions that have been awarded will expire, irrespective of whether the revalidation criteria are met. NAATI encourages any practitioner holding a recognition in a language for which testing is available to upgrade to Paraprofessional level accreditation before their recognition expires.

For information about languages for which accreditation testing is available, please refer to the *Accreditation by Testing Information Booklet* available at www.naati.com.au.

Coordinating the expiry dates of multiple accreditations

NAATI aims to make the revalidation process as simple as possible for practitioners. One way in which revalidation can be simplified for holders of multiple accreditations and recognitions is through the synchronisation of expiry dates.

NAATI will consider any request to synchronise the expiry dates of multiple accreditations and recognitions. In situations where the accreditations or recognitions **expire within six months** of each other, NAATI will synchronise to the latest expiry date.

In situations **where there is more than six months** between the expiry dates NAATI will, with the agreement of the practitioner, synchronise to the earliest expiry date, with the revalidation assessment for the shortened period being assessed on a pro rata basis.

For example: a practitioner has two interpreter accreditations, one expiring on 1 July 2014 and the second on 1 July 2015. If a request to synchronise these dates is made by the practitioner, then NAATI would synchronise the dates to 1 July 2014 and the practitioner would only need to show two-thirds of the work practice requirements for the second accreditation (as the period before revalidation is required has been reduced from three years to two years).

If you are unsure about the status of your accreditation(s) or recognition (s), information can be obtained from NAATI by emailing revalidation@naati.com.au.

2. FILLING OUT YOUR LOGBOOKS AND PAPERWORK

Practitioners need to be aware of the requirements for revalidation and make sure they keep records of their professional development activities and work practice.

NAATI provides logbooks for the record-keeping of:

- (A) Translating work practice
- (B) Interpreting work practice
- (C) Revalidation professional development activities

These logbooks can be downloaded from the NAATI website and the records kept either electronically or on a paper copy.

Work practice logbooks

There are separate logbooks for translating and interpreting work practice. Specific evidence of the work undertaken, like proof of payment or booking sheets, **are not required to be submitted** with the logbook but the practitioner must be able to provide this if requested as part of the audit process.

If an individual is employed as a translator or interpreter by a service provider, **the service provider can issue a written confirmation of the work completed**. In this case the practitioner does not need to list in the work practice logbook the translation or interpretation work done for the service provider. Only the cover sheet and the declaration page need to be completed and sent in with the letter(s) provided by the employer or agency.

Alternatively, if the translator or interpreter is employed full-time, a **confirmation letter from the employer can be provided**. This letter must clearly state your name and NAATI number. It must clearly state the period of employment, proportion of overall duties that translating or interpreting formed, the translation or interpreting language(s), the types of translating or interpreting assignments and the average number of words translated (or the average length of interpreting assignments) per week **in each language and/or direction**.

Any documents that support your application must be in English or you must supply a certified English translation along with the original LOTE document.

Professional development logbook

This logbook does require practitioners **to fill out as much detail as possible** about their professional development activities. Generally, practitioners do not have to submit evidence of the professional development activity, like a certificate of attendance, with their application.

However, a practitioner must be able to provide evidence that the entries relate to activities undertaken if requested as part of the audit process. **For some activities, proof will need to be sent in** with the application, please check in the *Professional Development Catalogue* for details.

The *Professional Development Catalogue*, available from NAATI's website, does not list every possible activity which could be completed. Provision for activities not otherwise listed is made in the last section of the logbook.

3. MAKING YOUR REVALIDATION APPLICATION

At least 6-8 weeks before the expiry date of the accreditation or recognition, an application for revalidation must be submitted, along with information (in the form of the logbooks) showing that the revalidation criteria for professional development and work practice have been met.

While NAATI expects that all applications for revalidation will be made before the accreditation(s) expires, it is acknowledged that there may be circumstances where this is not possible. NAATI will accept applications for revalidation received up to three months after the expiry date.

NAATI prefers that applications are made by post as the volume of documents and requirement for passport photos makes electronic submission problematic.

4. APPLICATION ASSESSMENT

Each application for revalidation will be assessed against the criteria and the applicant advised of the outcome. NAATI will notify an individual of the revalidation of an accreditation or recognition in writing and this advice will include the new date of expiry for the accreditation or recognition.

Post-revalidation products

Applicants granted revalidation are entitled to the following products, **free of charge**, based on their credentials:

- Accredited or recognised **interpreters** will receive **1x NAATI ID card** and **1x certificate per credential**.
- Accredited or recognised **translators** will receive **1x translator stamp per language** and **1x certificate per credential**.

Auditing revalidation applications

NAATI conducts audits of a proportion of revalidation applications each year. Those practitioners audited will be asked to provide records proving the professional development and work practice claimed in the logbooks.

Practitioners selected for audit will be notified soon after they have lodged their revalidation application, the practitioner will be advised what is required and the timeframe for a response. Advice will also be given about what should be done if there is difficulty in complying with the audit request and/or timeframes. If the practitioner does not provide the requested supporting documentation, their credentials will not be revalidated.

Appeals against decisions

An appeal may be made on the ground that either:

- (A) The assessment/audit did not consider all relevant material
- (B) The assessment/audit did not follow the process

An appeal must be made within two weeks of receipt of the decision. An appeal must be lodged in writing and state the grounds of the appeal.

NAATI will acknowledge receipt of the appeal and provide information about the timeline for consideration. The appellant will be notified in writing of the outcome of the appeal.

CERTIFIED COPIES AND TRANSLATIONS OF DOCUMENTS

You will be required to provide certified true copies of documents as part of the application process. This means that applicants should collect and organise all their relevant documentation before they lodge or send in their application.

Where documents are not in English, you must provide a certified copy of the original language document plus an **original** English translation of the document (please note that copies of the translation will not be accepted). Normally this translation must be carried out by a NAATI accredited translator.

The signature, name, and NAATI number of the translator must be provided on every page of the English language version, preferably as part of the NAATI translator stamp.

Should access to a NAATI accredited translator be an issue, please contact our National Office at info@naati.com.au and NAATI will consider your circumstances and whether a translation completed by another party would be acceptable.

So who can certify my application documents?

If you live in Australia, your documents must be certified by a **Justice of the Peace**. **If you live outside of Australia**, your documents must be certified by a **Notary Public** or an authorised officer of an Australian overseas diplomatic mission.

NAATI will not accept certified copies and translations of documents provided by persons with a conflict of interest, for example where the person certifying or translating a document is a relative or acts as a migration agent for the applicant.

If your current legal name is not the same as that on your documents, you must provide evidence of your name change.

All submitted documents that are copies of original documents must be certified.

Please do not send original documents (except original translations of non-English language documents), as we do not return these.

Processing of your application will be delayed if you send incorrect or improperly certified documents.

NAATI PRIVACY POLICY

NAATI is committed to protecting the privacy of personal information. Personal information collected by NAATI, like other agencies operating in Australia, is protected by the *Privacy Act 1988* and associated legislation.

NAATI adheres to the *Australian Privacy Principles* contained within the *Privacy Act 1988* which regulate how organisations may collect, use, disclose and store personal information and how individuals may access and correct personal information held about them.

NAATI's *Privacy Policy* is intended to inform people who deal with NAATI, particularly applicants for NAATI products and services, about:

- The kind of personal information that NAATI may gather;
- How that information may be used;
- How that information may be shared or disclosed;
- The choices individuals have regarding NAATI's use of their personal information; and
- How individuals may correct personal information held by NAATI about them.

For more information please see www.naati.com.au.

GLOSSARY OF TERMS

Accreditation: Type of NAATI accreditation awarded in translating and interpreting across four levels, Paraprofessional, Professional, Advanced/Conference and Advanced (Senior)/Conference (Senior), on the basis of an objective assessment of an individual's translating and/or interpreting skill.

Professional Development Logbook: Used for keeping records of activities and provided with the revalidation application as evidence the criteria have been met.

Translator Work Practice Logbook: Used for keeping records of translations completed and provided with the revalidation application as evidence the criteria have been met.

Interpreter Work Practice Logbook: Used for keeping records of translations completed and provided with the revalidation application as evidence the criteria have been met.

Opting-In: The process whereby practitioners with accreditations awarded before 1 January 2007 can become part of the revalidation system.

Professional Development (PD): Activities undertaken by the practitioner to maintain their knowledge and skills related to professional translating and interpreting. This includes self-development activities, tertiary courses and units, workshops and other activities offered within the industry.

Recognition: Recognition is awarded in translating and interpreting on the basis of documented work experience, introductory training and English proficiency. Recognition is not the same as accreditation as it does not involve an objective assessment of an individual's translating and/or interpreting skill.

Work Practice (WP): Demonstrated and recorded practice as a translator or interpreter at a level appropriate to the type(s) of NAATI accreditation or recognition held.