



A GUIDE TO APPROVAL OF COURSES IN TRANSLATING AND INTERPRETING

VOCATIONAL EDUCATION AND TRAINING (VET)

AIM OF THIS GUIDE

To assist institutions that wish to gain and maintain NAATI approval for courses in translating and/or interpreting. In particular it provides information on:

- initial NAATI approval for courses
- requirements to maintain approval
- approval of amendments to approved courses
- re-approval of courses
- NAATI's monitoring requirements.

Please note that the submission of an Application for Course Approval does NOT entitle an institution to advertise its course as NAATI-approved. A course can only be advertised as NAATI-approved once formal written course approval has been received by the institution from NAATI.

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SECTION ONE

**VOCATIONAL EDUCATION AND TRAINING
(VET)**

GENERAL INFORMATION

1.1. NAATI

NAATI is the national standards and accreditation body for translators and interpreters in Australia. It is the only agency to issue accreditations for practitioners who wish to work in these professions in Australia.

NAATI's primary purpose is to strengthen inclusion and participation in Australian society by assisting in meeting the nation's diverse and changing communication needs and expectations through:

- setting, maintaining and promoting high national standards in translating and interpreting, and
- implementing a national quality-assurance system for credentialing practitioners who meet those standards.

Approval of courses in translating and interpreting is a critical part of NAATI's national quality-assurance system.

1.2. NAATI-APPROVED COURSES

1.2.1. Purpose of Approval

Students who successfully complete a NAATI-approved course and fulfil certain eligibility criteria can gain NAATI Accreditation without having to pass a NAATI Accreditation test. NAATI Accreditation is generally required by agencies as a prerequisite for employment.

For more information on accreditation, please see *Appendix F – Issuing of NAATI Accreditations*.

1.2.2. Requirements

NAATI's requirements for approval apply to certain aspects of the course outlined in this booklet. These requirements may go beyond the institution's or any other approval body's requirements in relation to the course and standard.

NAATI will work cooperatively and collegially with institutions, both before approval is considered and once approved, to ensure the necessary standards are met. However, there may be circumstances in which NAATI will determine that an institution must meet certain conditions to gain or retain approval. Unless these conditions are met, NAATI may refuse to grant approval or withdraw any previous approval for a course.

1.2.3. Benefits of Approval

NAATI approval of a course has benefits for both students and the institution. NAATI quality assurance and the accreditation of successful students give credibility to an institution's course, which is appealing to both domestic and international students. This can give the institution a marketing advantage over translating and interpreting courses which are not NAATI-approved.

1.2.4. Accreditations Available through an Approved Course

NAATI has approved courses leading to the following types of accreditation:

- Advanced Translator
- Conference Interpreter
- Professional Translator
- Professional Interpreter
- Paraprofessional Translator
- Paraprofessional Interpreter

The Paraprofessional Translator accreditation will only be considered for approval for languages in which NAATI offers Paraprofessional Translator accreditation through testing or where no accreditation testing for the language is available.

If you wish to apply for approval of a course that may lead to an accreditation type not listed above, please contact NAATI at info@naati.com.au before making an application. NAATI is always interested in working with institutions to broaden opportunities for students.

1.2.5. Types of Courses NAATI may Consider for Approval

NAATI has approved courses leading to the following qualifications:

- Diploma (VET sector)
- Advanced Diploma (VET sector)
- Bachelor Degree
- Postgraduate Diploma
- Master's Degree

If you wish to apply for a course leading to a qualification not listed above, please contact NAATI at info@naati.com.au before making an application.

1.2.6. Types of Institutions NAATI may Consider for Course Approval

Australian Institutions delivering Courses in Australia

VET Sector

Providers of courses in the VET sector must fulfil the following requirements:

- The course must be offered by a Registered Training Organisation (RTO).
- The course must be listed on the RTO's scope
- The course proposed for NAATI approval must either be a nationally accredited course or part of a nationally recognised training package.
- Should the institution intend to enrol international students on the approved course, then the institution must be CRICOS registered and the course must be listed for delivery against this registration.

Higher Education – Self-Accrediting Institutions

Generally, self-accrediting institutions are universities. The institution must fulfil the following requirements:

- Courses for which NAATI approval is being sought must be approved by the institution concerned when the application for NAATI approval is made.
- Should the institution intend to enrol international students on the approved course, then the institution must be CRICOS registered and the course must be listed for delivery against this registration.

Other Higher Education Providers

Education providers other than RTOs and self-accrediting institutions must fulfil the following requirements:

- The provider or institution must seek approval to deliver a program in the jurisdiction(s) concerned. The course for which approval is sought must be approved by the appropriate jurisdiction when the application for NAATI approval is made.
- Should the institution intend to enrol international students on the approved course, then the institution must be CRICOS registered and the course must be listed for delivery against this registration.

1.2.7 Joint Delivery of Courses

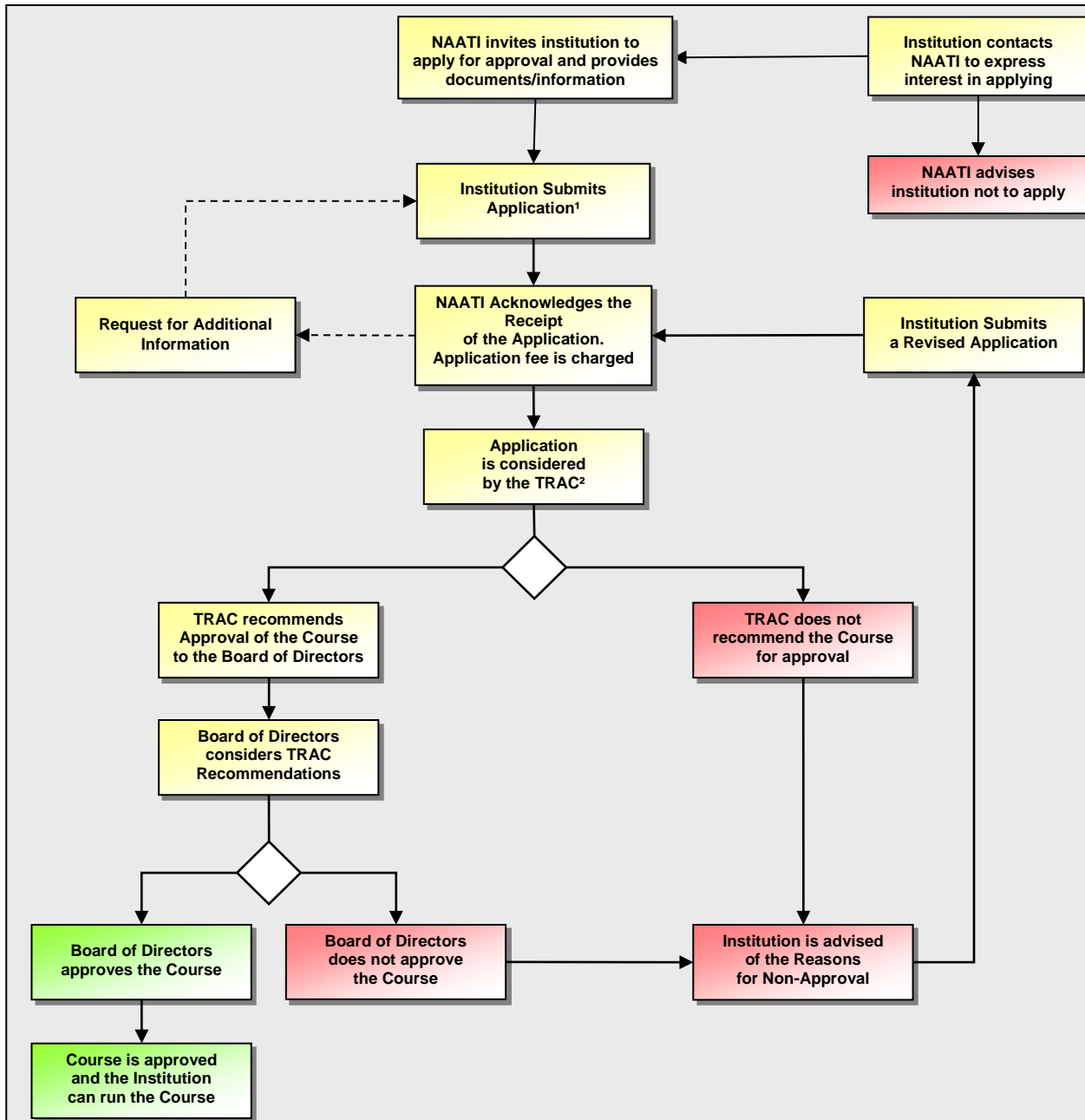
If an institution intends to deliver a course jointly with one or more other institutions, this must be clearly stated in the application for course approval and all institutions involved must meet the following criteria:

- be Registered Training Organisations (RTO) or Higher Education providers
- have the relevant course(s) listed on their scope (for RTOs) or approved by the institution concerned
- hold CRICOS approval, where applicable
- hold CRICOS approval for the course(s), where applicable

Specific details in relation to the following need to be provided:

- The general arrangements between the institutions.
- The institution(s) responsible for delivering the qualification.
- The institution(s) responsible for teaching and examining/assessing.
- The institution(s) responsible for awarding the qualification.

1.3. SUMMARY OF COURSE APPROVAL PROCESSES

1. **Types of Application:**

- A. NAATI Course Approval
- B. Amendment to an Approved Course
- C. Course Re-Approval

Each application process has its own requirements, which are set out within this document and/or the relevant application form.

All application forms can be found on the NAATI website www.naati.com.au. If you are unable to download the application forms, please email info@naati.com.au.

2. **Technical Reference Advisory Committee (TRAC)**

The TRAC provides expert professional and academic recommendations to NAATI's Board of Directors concerning course approvals. The Committee membership has experts from education providers (VET and higher education) and researchers.

1.4. APPLICATIONS FOR APPROVAL

1.4.1. Making an Application for NAATI Course Approval

Any institution intending to apply for NAATI course approval should discuss this with the NAATI National Office before proceeding to develop an application. NAATI staff may request some basic information about the course in order to verify whether it will be eligible for approval. Following this correspondence the institution will either be invited to apply and provided with relevant information and documents or advised not to apply for approval.

To apply for NAATI course approval, institutions are required to submit an *Application for NAATI Course Approval (VET Sector)* form to NAATI.

- An application for a course with intended introduction in semester 1 must be submitted by 31 August of the year preceding the intended introduction.
- An application for a course with intended introduction in semester 2 must be submitted by 31 December of the year preceding the intended introduction.

It normally takes three months for the institution to receive formal notification of NAATI's decision on course approval. The approval process may be delayed if the application is not provided by the required date or is incomplete. Once NAATI receives an application for Course Approval an application fee will be applied (see Section 1.8).

Past experience has shown that the assessment and feedback process for institutions applying for NAATI course approval for the first time can take between 6 and 12 months. NAATI recommends that institutions take this into account when making an application for course approval for the first time.

NAATI does not grant retrospective approval for a course, that is, approval of a course after it has commenced. Students who enrol in a course that has not been approved by NAATI at the time of their enrolment will not be eligible for recommendation for NAATI Accreditation by the institution.

A register of NAATI-approved courses is available on the NAATI website (http://www.naati.com.au/approved_aust_courses.html).

1.4.2. Making an Application for Amendment to an Approved Course

Where an institution has a NAATI-approved course, amendments or changes to the course may require NAATI approval. Amendments requiring approval include:

- Change of delivery site
- Change of course name
- Addition of a language stream(s)
- Changes to the delivery mode
- Changes to the Units of Competency
- Changes to the assessment strategy

The institution will need to submit an *Application for Amendment to an Approved Course (VET Sector)* form for NAATI's consideration. It may take up to three months for the institution to receive formal notification of NAATI's decision on the amendment. The approval process may be delayed if the application is not provided by the required date or is incomplete.

All amendments are only approved for the remainder of the current term of approval for the course and any conditions applicable to the approved course will apply to any approved amendments.

NAATI does not grant retrospective approval for amendments to an approved course, that is, approval of amendments to a course after the amendments have been introduced. Students who enrol in an amended course that has not been approved by NAATI at the time of their enrolment will not be eligible for recommendation for NAATI Accreditation by the institution.

1.4.3. Making an Application for Re-Approval of a Course

Prior to expiry of NAATI approval for a course, the institution can lodge an *Application for NAATI Course Re-Approval (VET Sector)* form to maintain continuity of the approval.

Re-approval of a course is generally a simplified process, focusing on changes since the original approval and any changes that are proposed to be implemented. The historical quality of the approved course, outcomes of the course monitoring completed by NAATI and the responses to potential conditions as a result of course monitoring will also be taken into account when considering an institution's application for re-approval.

Institutions wishing to maintain NAATI-approval are required to submit their *Application for NAATI Course Re-Approval (VET Sector)*:

- by 31 August of the last year of the current term of approval for a course that expires on 31 December.
- by 31 December of the year preceding the last year of the current term of approval for a course that expires on 30 June.

It may take up to three months for the institution to receive formal notification of the decision on the re-approval of the course. The approval process may be delayed if the application is not provided by the required date or is incomplete.

While it is the institution's responsibility to seek re-approval for an approved course prior to its expiry, NAATI will remind an institution at least six months before a course is due for re-approval and will provide the institution with the necessary form(s) for completion.

NAATI does not grant retrospective re-approval for a course, that is, re-approval of a course after NAATI approval expired. Students who enrol in a course that has not been approved by NAATI at the time of their enrolment will not be eligible for recommendation for NAATI Accreditation by the institution.

1.5. MONITORING OF APPROVED COURSES

Consistent with its quality assurance role, NAATI reviews approved course performance by assessing:

- Compliance with conditions of approval
- Annual return for approved courses
- Assessment strategy and monitoring outcomes
- Outcomes of site visits

Ongoing approval of a course is dependent on positive monitoring outcomes.

For detailed information about monitoring of approved courses by NAATI, please see *Section Five, Monitoring of Approved Courses*.

1.6. NAATI-APPROVED COURSE LOGO

An institution with a NAATI-approved course can request to use the *NAATI-Approved Course Logo* on publications produced by the institution about its NAATI-approved courses, e.g. on website pages, brochures or forms.

NAATI must have formally written to the institution granting course approval before a request to use the *NAATI-Approved Course Logo* can be made. An institution with conditional approval of its course(s) will not be granted approval for use of the logo until all course conditions required to be fulfilled before commencement of the course have been satisfied.

A request to use the *NAATI-Approved Course Logo* must be made in writing and the institution must provide information about:

- the NAATI-approved course or courses the logo will be used to advertise.
- the location of the logo, URL for websites and/or details of any forms, brochures or other publications in which the logo would appear.
- the specific wording that is proposed to appear in the publication or on the website where the logo will be used. If the wording will appear in a language other than English, a translation of the text by a NAATI-accredited practitioner is to be provided.
- the person responsible for administering the website or publication in which the logo will be used if different to the Course Coordinator.

Please be aware that if written approval for the use of the *NAATI-Approved Course Logo* is granted, certain conditions for use of the logo apply, including the following:

- The *NAATI-Approved Course Logo* must only be used to advertise a course holding current NAATI approval.
- The approval of the use of the logo is linked to the specific wording that appears in the publication or on the website where the logo is used. Should the institution intend to amend the wording, the institution is required to inform NAATI of the proposed amendment.
- The approval for use of the logo is limited to the period for which the course has been granted NAATI approval. Institutions must immediately remove the logo once the course approval expires or the course approval is removed by NAATI.
- NAATI reserves the right to have the institution remove the logo at any time if these conditions are not complied with or if necessary for any other reasonable purpose.

1.7. ASSISTANCE TO INSTITUTIONS WITH APPROVED COURSES

1.7.1. Setting and Marking of Assessments

NAATI can offer workshops for teaching and examining/assessing staff of courses that have obtained NAATI approval on a fee-for-service basis. These workshops will support staff with the setting and marking of assessments in accordance with NAATI guidelines. All workshop programs and materials are developed and delivered by NAATI. Please contact NAATI if you are interested in arranging a workshop or if you need a cost estimate.

1.7.2. NAATI Examiner Workshops

NAATI, from time-to-time, holds workshops for its examiners/assessors on test setting and marking. NAATI will inform approved institutions when these workshops are to be offered and encourages institutions to give teaching and examining/assessing staff the opportunity to participate in the workshops.

1.8. FEE SCHEDULE

All applications for NAATI Course Approval, Course Re-approval and Amendment to an Approved Course entail the payment of a fee.

After the completion of each academic year, NAATI will invoice institutions for the annual course monitoring fees which are based on the number of new student enrolments in that academic year. Please note that fees may differ depending on the accreditation level which was approved for the course.

For the current fee schedule, please see Appendix A to this document. NAATI reviews its fees on an annual basis and fees may change on 1 July of each year.

1.9. APPEALS PROCESS

Institutions that are not content with the outcome of their application can lodge an appeal.

Please see Appendix B to this document for information on NAATI's appeals process.

1.10. PRIVACY AND CONFIDENTIALITY

NAATI regards any submission for approval, or part thereof, from an institution as confidential commercial-in-confidence. NAATI may provide information and documentation to the necessary NAATI staff, NAATI's Board of Directors and its sub-committees for the purposes of consideration of the application. The material remains the intellectual property of the institution and will not be used for any other purpose or provided to any other party. All individuals with access to an institution's information are subject to confidentiality agreements.

1.11. MAKING COMPLAINTS ABOUT OTHER INSTITUTIONS

NAATI will investigate complaints about the operations, or other aspects, of a NAATI-approved course put to it. Complainants are required to follow NAATI's official complaints policy and procedures and provide evidence of any claim made. Please refer to <http://www.naati.com.au/complaints.html> for information about NAATI's complaints policy and procedure.

SECTION TWO

**VOCATIONAL EDUCATION AND TRAINING
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COURSE APPROVAL PROCESS

2.1. SUBMISSION OF APPROVAL APPLICATION

The following outlines information and criteria that must be met by a course to be considered for approval by NAATI. This information should be read in conjunction with the *Application for NAATI Course Approval (VET Sector)* form (available on NAATI's website in the Approved Course section).

To apply for NAATI course approval, institutions are required to submit an *Application for NAATI Course Approval (VET Sector)* form to NAATI.

- An application for a course with intended introduction in semester 1 must be submitted by 31 August of the year preceding the intended introduction.
- An application for a course with intended introduction in semester 2 must be submitted by 31 December of the year preceding the intended introduction.

It normally takes three months for the institution to receive formal notification of NAATI's decision on course approval. The approval process may be delayed if the application is not provided by the required date or is incomplete.

Past experience has shown that the assessment and feedback process for institutions applying for NAATI course approval for the first time can take between 6 and 12 months. NAATI recommends that institutions take this into account when making an application for course approval for the first time.

2.1.1. Institution Details

General information is to be provided by the institution, including general contact and administrative information and the campus on which the course for which approval is sought will be delivered.

All providers of courses in the VET sector must be Registered Training Organisations (RTO).

2.1.2. Contact Details

The institution will need to provide details for the individual who will be coordinating the course (and an alternative contact person) and through whom all correspondence with NAATI about the approved course will occur.

In certain circumstances the institution may want to nominate an additional contact person who may handle complaints or other serious issues.

All contact information must relate to the institution's official address, including e-mail addresses.

2.1.3. Course Details

Institutions seeking approval for a course are to provide details about the course, including the course name and the institution's course code. If the institution is applying for approval of more than one course, please complete a separate Application for NAATI Course Approval form for each course.

Courses in the VET sector must fulfil the following requirements:

- The course must be listed on the RTO's scope.
- The course proposed for NAATI approval must either be a nationally accredited course or part of a nationally recognised training package.
- Should the institution intend to enrol international students on the approved course, then the institution must be CRICOS registered and the course must be listed for delivery against this registration.

The institution must provide information about the level of academic award and the NAATI Accreditation(s) that are proposed to be awarded to students at completion of the course.

The institution is to provide information about the delivery mode by which the course will be offered, i.e. whether it will be delivered on campus, by distance delivery or mixed delivery. If the course is to be delivered in distance, mixed or another mode, the institution must provide the following details about the delivery of the course:

- General information about the distance delivery: How will the institution deliver the course or parts of the course by distance, in particular what platforms and systems will be used and how. Where

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applicable, the institution is to provide log-in details for its delivery platforms to assist consideration of the distance delivery.

- Student engagement and support: How will students engage with each other and with teaching staff; and what learning support will be provided to students.
- Institution monitoring of students' progress and performance: How will the institution monitor delivery, students' engagement and progress in the distance delivery system; and how will the institution determine whether a student has achieved competency in a particular unit.
- Delivery approach: How will the institution ensure that appropriate modes and methods of delivery are used that are suitable to teach relevant skills to students in an online environment, e.g. translation and interpreting skills.
- Security and student identification: How will the institution ensure that the materials completed online, including assessments, are completed by the enrolled student, and not another individual.
- Delivery location: Students enrolled in the course must be located in Australia. NAATI does not approve courses delivered in distance mode to students who are not located in Australia.
- Arrangements for assessments on which a recommendation for NAATI Accreditation will be based: The institution must conduct these assessments in person, i.e. relevant assessments can not be conducted via distance delivery platforms or systems.

Institutions must seek approval for the language(s) the course will be run in, including language direction. The language(s) for which approval is sought will influence the staff required to teach and examine/assess the course.

2.1.4. Units of Competency

Institutions must indicate which Units of Competency they will be offering as part of the course and if there are any options available to students in terms of the elective units. As a student must achieve the qualification to be able to be recommended for NAATI Accreditation, NAATI requires the institution to offer all Core Units as prescribed in the Public Service Training Package for the relevant course and, depending on the type of NAATI Accreditation sought, certain combinations of Elective Units.

If the institution intends to deliver the course by distance, mixed or another mode, specific information about the unit(s) or parts of unit(s) that are to be delivered in a mode other than on campus is to be provided, particularly about how the unit(s) or parts of unit(s) are to be delivered.

For the purpose of NAATI course approval normally only a maximum of two Elective Units may be imported from other qualifications, i.e. a maximum of two Elective Units may be non-PSPTIS units. Where an institution wants to import more than two elective units from outside the qualification, the institution is required to provide information why the inclusion of additional imported elective units is justified and how these units maintain the integrity of the qualification. Any request for approval of additional imported elective units will be considered by the TRAC. NAATI reserves the right to question any elective units chosen if NAATI considers that an elective unit does not uphold the integrity of the qualification.

a. Diploma of Translating (Paraprofessional Translator Accreditation)

NAATI will consider Diploma of Translating courses for approval at the Paraprofessional Translator level. Consideration will be given to approving this course for 'new and emerging' languages where NAATI Accreditation testing exists either at Paraprofessional Translator level only or not at all. For a current list of available NAATI Accreditation tests, please see the *Accreditation by Testing Information Booklet* on the NAATI website.

The institution must offer the five Core Units and five Elective Units. For the purpose of NAATI course approval, both Elective Units from Group A must be offered. The following table lists the units NAATI will consider for approval of a Diploma of Translating course.

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Table 1: Diploma of Translating: Units considered for NAATI Approval of Course

Type of Unit	Unit Code	Unit Name	Assessments linked to Recommendation
Elective Units – Group A	PSPTIS505A	Translate general purpose texts from English to LOTE	YES – ASSESSMENT(S) DETAILS TO BE SUBMITTED TO NAATI
	PSPTIS513A	Translate general purpose texts from LOTE to English	YES – ASSESSMENT(S) DETAILS TO BE SUBMITTED TO NAATI

b. Diploma of Interpreting (Paraprofessional Interpreter Accreditation)

NAATI will consider Diploma of Interpreting courses for approval at the Paraprofessional Interpreter level. The institution must offer the six Core Units and four Elective Units. The following table lists the units NAATI will consider for approval of a Diploma of Interpreting course.

Table 2: Diploma of Interpreting: Units considered for NAATI Approval of Course

Type of Unit	Unit Code	Unit Name	Assessments linked to Recommendation
Core Units	PSPTIS506A	Interpret in general dialogue settings (LOTE)	YES – ASSESSMENT(S) DETAILS TO BE SUBMITTED TO NAATI

c. Advanced Diploma of Translating (Professional Translator)

NAATI will consider Advanced Diploma of Translating courses for approval at the Professional Translator level. The institution must offer the six Core Units and six Elective Units. At least one of the Elective Units must be selected from Group A. If the institution wishes to gain approval for both language directions, i.e. from English into LOTE and from LOTE into English, both Elective Units from Group A must be offered to students. The following table lists the units NAATI will consider for approval of an Advanced Diploma of Translating course.

Table 3: Advanced Diploma of Translating: Units considered for NAATI Approval of Course

Type of Unit	Unit Code	Unit Name	Assessments linked to Recommendation
Elective Units – Group A	PSPTIS601A	Translate special purpose texts from English to LOTE	YES – ASSESSMENT(S) DETAILS TO BE SUBMITTED TO NAATI
	PSPTIS611A	Translate special purpose texts from LOTE to English	YES – ASSESSMENT(S) DETAILS TO BE SUBMITTED TO NAATI

d. Advanced Diploma of Interpreting (Professional Interpreter)

NAATI will consider Advanced Diploma of Interpreting courses for approval at the Professional Interpreter level. The institution must offer the eight Core Units and four Elective Units. The following table lists the units NAATI will consider for approval of an Advanced Diploma of Interpreting course.

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Table 4: Advanced Diploma of Interpreting: Units considered for NAATI Approval of Course

Type of Unit	Unit Code	Unit Name	Assessments linked to Recommendation
Core Units	PSPTIS605A	Interpret in complex dialogue settings (LOTE)	YES – ASSESSMENT(S) DETAILS TO BE SUBMITTED TO NAATI
	PSPTIS606A	Interpret in complex monologue setting (LOTE)	YES – ASSESSMENT(S) DETAILS TO BE SUBMITTED TO NAATI
	PSPTIS613A	Sight translate (LOTE)	YES – ASSESSMENT(S) DETAILS TO BE SUBMITTED TO NAATI

2.1.5. Teaching Staff Details

Information about all staff members proposed to teach translating and/or interpreting, including internal and external, full-time and part-time, permanent and contract staff members, is required as part of the course approval submission.

The institution is required to provide the following information for each proposed teaching staff member:

- the language stream(s) and the skill and direction that will be taught
- NAATI Number and NAATI Accreditations
- list of 'A', 'B' and/or 'C' languages

The *Guidelines for Teaching Staff in NAATI-Approved Courses* in Appendix C set out all criteria for staff involved in the teaching of NAATI-approved courses. If staff do not meet the criteria then the institution is to provide a 1 page signed letter of justification (with institution letterhead). The letter of justification should include contact details for the staff member, any NAATI accreditations, work experience, training and any other evidence to justify their appointment.

Following course approval it is the institution's responsibility to inform NAATI of staff additions and departures via email or, if the departure is at the end of an academic year, through the Annual Returns process (see Section 5.3 regarding Annual Returns). In some instances, staff departures may necessitate the appointment of new staff. False statements about staff engagements may lead to non-acceptance of recommendations and may affect the approval status of courses.

2.1.6. Assessment Details

To gain NAATI approval, courses must make provision for practical assessment(s) administered either at the completion of or during the course. The assessment(s) must allow for a judgement about the students' standard of performance to be made in line with NAATI accreditation requirements which may differ from the standards required for a student to be deemed competent for the purposes of the qualification.

Institutions may apply to have one of the following forms of assessment approved for the course:

1. Single Summative Assessment: A single summative assessment equivalent to the NAATI Accreditation test in relation to format, level of difficulty and marking.
2. Program of Assessments: Assessments are spread throughout the course of study. The program of assessments must encompass all skills assessed in the corresponding NAATI test at the relevant accreditation level and the individual components cannot be broken down further than the equivalent components in the corresponding NAATI test (e.g. a component to assess dialogue interpreting must be at least the equivalent of the dialogue interpreting component of the NAATI Accreditation test). NAATI only requires information about those assessment(s) which correspond to the skills required for NAATI Accreditation.

Institutions must provide their assessment strategy for the relevant units of competency, i.e. units of competency in which the assessment(s) will determine whether a recommendation for NAATI Accreditation is made, and provide information about how the assessment strategy relates to the assessment(s) in these units. The units of competency NAATI sees as being applicable is provided in Tables 1. – 4. above. NAATI does not require details of the assessment strategy for other units.

The assessment strategy must include information about and examples of:

- Assessment material(s): The institution is to submit detailed information about assessment setting processes and procedures, including quality assurance processes and security arrangements and the criteria used to set assessment materials (if different from relevant guidelines in NAATI's Examiners' Manual).
- Assessment conditions: The institution is to submit detailed information about assessment conditions, processes and procedures, resources students are allowed to use during the assessment, and security arrangements before, during and after the assessment.
- Marking processes: The institution is to submit detailed information about marking processes and procedures, the criteria used to mark assessments (if different from relevant guidelines in NAATI's Examiners' Manual), quality assurance processes and security arrangements.
- Academic conduct: The institution is to submit its policies to promote appropriate academic conduct, and information about processes to address academic misconduct, including misrepresentation, cheating and plagiarism.
- Materials available for NAATI monitoring

Institutions applying for approval of more than one language stream within a course must provide sufficient information about each language stream in the assessment strategy.

If the institution intends to deliver the course by distance, mixed or another mode, specific information about the assessment(s) is to be provided, particularly about assessment conditions, including information about how the institution ensures that assessments are carried out according to NAATI guidelines in areas such as student identification, assessment security and quality of assessment.

NAATI may request additional information on the proposed assessment strategy if necessary.

It is expected that the institution adheres to the *Guidelines for Assessments Used for the Purpose of a Recommendation for NAATI Accreditation* set out in Appendix D.

a. Student Recommendations

To gain NAATI Accreditation, students must be recommended by their institution. In circumstances where a student fails to meet the requirements to be recommended for accreditation at the level course approval is held, the institution may request approval for a student to be recommended for an accreditation at a lower level.

For more information on student recommendation, please see *Appendix F – Issuing of NAATI Accreditations*.

2.1.7. Examiner/Assessor Details

Information about the proposed examiners/assessors, that is, all internal or external staff who are involved in the setting and marking of assessment materials for Units set out in Tables 1. – 4. above, is required as part of the course approval submission.

The institution is required to provide the following information for each proposed examiner/assessor:

- the language stream(s) and the skill and direction the examiner/assessor is proposed to assess
- NAATI Number and NAATI Accreditations
- list of 'A', 'B' and/or 'C' languages

The Guidelines for Assessments used for the Purpose of a Recommendation for NAATI Accreditation in Appendix D sets out all criteria for staff involved in the assessment of the above Units. If staff do not meet the criteria then the institution is to provide a 1 page signed letter of justification (with institution letterhead). The letter of justification should include contact details for the staff member, any NAATI accreditations, work experience, training and any other evidence to justify their appointment.

Following course approval it is the institution's responsibility to inform NAATI of staff additions and departures via email or, if the departure is at the end of an academic year, through the Annual Returns process (see Section 5.3 regarding Annual Returns). In some instances, staff departures may necessitate the appointment of new staff. False statements about staff engagements may lead to non-acceptance of recommendations and may affect the approval status of courses.

2.1.8. Fee Payment

Institutions are required to pay a fee when submitting an *Application for NAATI Course Approval*. For the relevant fee, please refer to the fee schedule for the current financial year.

2.2. OUTCOMES OF THE APPLICATION FOR COURSE APPROVAL

2.2.1. Course Approval

Where an institution is successful in its application for NAATI approval, NAATI will inform the institution of the terms and conditions under which the course must operate.

All relevant terms and condition of having a NAATI approved course will be set out in writing in the approval letter. There are three types of approval:

- Approval: General conditions will be attached.
- Conditional approval: Certain special conditions are attached to the approval which must be met within the timeframe provided in order to retain approval.
- Provisional approval: Approval is subject to fulfilment of specified requirements before delivery commences, e.g. specific staffing etc.

Approvals of new courses at institutions which do not have a long-standing relationship with NAATI will have conditions attached to the course approval. These conditions may include requirements for a site visit, special approval of assessment material, appointment of external examiners/assessors for assessments and a review of approval after the first year.

NAATI will assess the institution's compliance with requirements outlined in this document and the approval letter and the standards of both the assessment materials and the assessment process, i.e. the assessment of students on the assessment materials. If as a result of the assessment NAATI finds any deficiencies, it reserves the right to refuse to grant ongoing approval for the course or to place conditions on the approval, such as the involvement of NAATI Examiners in the assessment of students for the purpose of recommendation for NAATI Accreditation.

Courses approved by NAATI will be included in NAATI's register of courses, and eligible graduates recommended to NAATI will then be entitled to apply directly to NAATI for accreditation.

2.2.2. Non-Approval of Application for Course Approval

Where NAATI does not approve the course, clear reasons for non-approval will be given to the institution in writing. The institution can then choose to withdraw its application for approval or submit an amended application.

SECTION THREE

VOCATIONAL EDUCATION AND TRAINING (VET)

AMENDMENTS TO AN APPROVED COURSE

3.1. SUBMISSION OF AMENDMENT APPLICATION

The following outlines information that needs to be provided and criteria that must be met in order for an institution to obtain NAATI approval of amendments to an approved course. This information should be read in conjunction with reviewing the *Application for Amendment to an Approved Course (VET Sector)* form (available on NAATI's website in the Approved Course section).

Amendments requiring approval include:

- Change of delivery site
- Change of course name
- Addition of a language stream(s)
- Changes to the delivery mode
- Changes to the Units of Competency
- Changes to the assessment strategy

When an institution submits an *Application for Amendment to an Approved Course (VET Sector)*, NAATI assumes that, other than the notified course amendment(s), all other course details remain the same. If amendments are made to a course without NAATI approval, any approval previously granted may be invalidated and NAATI may refuse to accredit any graduates of the course.

It may take up to three months for the institution to receive formal notification of NAATI's decision on the amendment. The approval process may be delayed if the application is not provided by the required date or is incomplete.

3.1.1. Institution and Contact Details

General contact information is to be provided by the institution and the individual who will be coordinating the course and through whom all correspondence with NAATI about the approved course occurs. In certain circumstances the institution may want to nominate an additional contact person who may handle complaints or other serious issues.

3.1.2. Approved Course Details

Details of the approved course to which the amendment(s) will apply are to be provided, including the course name and the institution's course code, information about the Training Package, the level of academic award and the NAATI Accreditation(s) that can be awarded to students at completion of the course and the approved delivery mode. If the proposed amendment will also apply to other NAATI-approved courses at the institution, please provide the relevant course name(s) and give details.

3.1.3. Course Amendments

Details of the proposed amendment(s) are to be provided. If the proposed amendment(s) require the approval from any body in addition to NAATI, the institution will need to provide details.

Only the section(s) relevant to the particular amendment(s) need to be completed.

If the institution proposes amendments to several significant aspects of the course, a new *Application for NAATI Course Approval* may be required rather than an *Application for Amendment to an Approved Course*. Please contact the NAATI National Office if you are unsure of which form should be completed.

a. Change of Delivery Site

The institution will need to advise NAATI of any change of the course delivery site, i.e. delivery address. This should be done through an email request to NAATI and not through an Amendment Application.

b. Change of Course Name

The institution will need to provide the full name of the course, the institution's course code and the date from which this name change will apply. This should be done through an email request to NAATI and not through an Amendment Application.

SECTION THREE – AMENDMENT TO AN APPROVED COURSE

c. Addition of a Language Stream(s)

If new language streams will be introduced, the institution must provide information on the language(s), direction(s) and when the new language stream(s) will be introduced. The commencement date must be listed separately for each language stream if the language streams will be introduced at different times.

In addition the institution will need to provide information via email on who will be teaching and examining/assessing these new language streams. All new teaching staff will need to meet the criteria set out in the *Guidelines for Teaching Staff in NAATI-Approved Courses* in Appendix C and all examiners/assessors will need to meet the criteria set out in the *Guidelines for Assessments Used for the Purpose of a Recommendation for NAATI Accreditation* in Appendix D. If staff do not meet the criteria then the institution is to provide a 1 page signed letter of justification (with institution letterhead). The letter of justification should include contact details for the staff member, any NAATI accreditations, work experience, training and any other evidence to justify their appointment.

The institution must confirm whether the assessment strategy that is approved for existing language streams will be applied to the new language stream(s). If the assessment strategy for the new language stream(s) differs from the assessment strategy for existing language streams, then the institution will have to provide the proposed assessment strategy for the new language stream(s).

For detailed information about assessments in NAATI-approved courses, please refer to *Section Two, 2.1.6. Assessment Details*.

d. Changes to the Delivery Mode

The institution is to provide information about any amendment to the delivery mode for the course, i.e. whether it will be delivered on campus, by distance delivery or mixed delivery. If the course is to be delivered in distance, mixed or another mode, the institution must provide details of the delivery of the course, including specific information about the unit(s) or parts of unit(s) that are to be delivered in a mode other than on campus, how the unit(s) or parts of unit(s) are to be delivered and how the institution ensures that assessments are carried out according to NAATI guidelines in areas such as student identification, assessment security and quality of assessment.

e. Changes to Units of Competencies

Any changes to Units of Competencies, for example the Elective Units that are offered, are to be detailed in this section. It must be indicated when the institution intends to implement these changes.

For detailed information about units of competency, please refer to *Section Two, 2.1.4. Units of Competency*

f. Changes to the Assessment Strategy

Courses must make provision for practical assessment(s) administered either at the completion of or during the course. The assessment(s) must allow for a judgement about the students' standard of performance to be made in line with NAATI Accreditation requirements which may differ from the standards required for a student to be deemed competent for the purposes of the qualification.

NAATI needs to be informed of any proposed changes to the assessments in the approved course. To assess the amendments to the assessment strategy for the course, NAATI requires the institution to present its original assessment strategy with detailed information about the proposed amendments. This includes changes to the type or format of assessment material(s)/instrument(s), assessment conditions, the process used for assessing students and the institution's moderation processes

For detailed information about assessments in NAATI-approved courses, please refer to *Section Two, 2.1.6. Assessment Details*.

NAATI may request additional information on the proposed changes to the assessment strategy if necessary.

SECTION THREE – AMENDMENT TO AN APPROVED COURSE

g. Other Changes

Any other changes that are proposed to the course should be listed here. Changes might not directly influence NAATI's decision on the approval of amendments but will help to create an overall picture of the amended course. This would include changes such as amendments to the institution's name.

3.1.4. Fee Payment

Institutions are required to pay a fee when submitting an *Application for Amendment to an Approved Course*. For the relevant fee, please refer to the fee schedule for the current financial year.

3.2. OUTCOMES OF THE APPLICATION

3.2.1. Approval of Amendment

Where an institution is successful in its application for amendment to an approved course, NAATI will inform the institution of the terms and conditions under which the amended course must operate.

All relevant terms and condition will be set out in writing in the approval letter. There are three types of approval:

- Approval: General conditions will be attached.
- Conditional approval: Certain special conditions are attached to the approval which must be met within the timeframe provided in order to retain approval.
- Provisional approval: Approval is subject to fulfilment of specified requirements before delivery commences, e.g. specific staffing etc.

Institutions should also be aware that:

- All approved amendments are only approved for the remainder of the current term of approval for the course.
- Normally, all conditions currently applicable to the approved course will apply to any amendments approved.

NAATI reserves the right to revoke a course approval or to visit an institution if it has reason to believe that the standard of the course has fallen below acceptable levels or if it finds that the information provided in any application is incorrect.

3.2.2. Non-Approval of Amendments

If NAATI does not approve of the proposed amendments, the institution will be given specific reasons for the approval not being granted. The institution can then choose to run the course in its initially approved form. In this case the NAATI approval will still be valid.

If the institution chooses to run the amended course without NAATI approval, and NAATI believes that the amendment changes the nature of the course, the institution may lose NAATI approval for the entire course and course graduates will not be eligible to apply for NAATI Accreditation.

SECTION FOUR

**VOCATIONAL EDUCATION AND TRAINING
(VET)**

COURSE RE-APPROVAL PROCESS

4.1. SUBMISSION OF APPLICATION

The following outlines information and criteria that must be met by a course to be considered for re-approval by NAATI. This information should be read in conjunction with the *Application for NAATI Course Re-Approval (VET Sector)* form (available on NAATI's website in the Approved Course section).

Re-approval of a course is generally a simplified process, focusing on changes since the original approval and any changes that are proposed to be implemented. The historical quality of the approved course, outcomes of course monitoring completed by NAATI and the responses to potential conditions as a result of course monitoring will also be taken into account.

Institutions wishing to maintain NAATI-approval are required to submit their *Application for NAATI Course Re-Approval*

- by 31 August of the last year of the current term of approval for a course that expires on 31 December.
- by 31 December of the year preceding the last year of the current term of approval for a course that expires on 30 June.

It may take up to three months for the institution to receive formal notification of the decision on the re-approval of the course. The approval process may be delayed if the application is not provided by the required date or is incomplete.

While it is the institution's responsibility to seek re-approval for an approved course prior to its expiry, NAATI will remind an institution at least six months before a course is due for re-approval and will provide the institution with the necessary form(s) for completion.

4.1.1. Institution Details

General information is to be provided by the institution, including contact details and administrative information and the campus on which the course for which re-approval is sought will be delivered.

4.1.2. Contact Details

The institution will need to provide details for the individual who will be coordinating the course (and an alternative contact person) and through whom all correspondence with NAATI about the approved course will occur. In certain circumstances the institution may want to nominate an additional contact person who may handle complaints or other serious issues.

4.1.3. Course Details

Details of the course the institution is seeking re-approval for are to be provided, including the course name and the institution's course code. If the institution is applying for re-approval of more than one course, please complete a separate *Application for NAATI Course Re-Approval (VET Sector)* form for each course.

The institution is to select the delivery mode for which the course is currently approved. If the institution intends to offer the course in a different delivery mode than the one for which it holds approval, information about the proposed delivery mode is to be provided, i.e. whether the course will be delivered on campus, by distance delivery or mixed delivery. If the course is to be delivered in distance, mixed or another mode, the institution must provide details of the delivery of the course.

Institutions must seek re-approval for the language(s) the course will be run in, including language direction(s). The language(s) for which re-approval is sought will influence the staff required to teach and examine/assess the course.

If a new language stream(s) is to be introduced, the institution must provide information about the language(s), direction(s) and when the new language stream(s) will be introduced. In addition the institution will need to provide information on who will be teaching and examining/assessing these new language streams in Part 5 and 7 of the *Application for NAATI Course Re-Approval* respectively. All new teaching staff will need to meet the criteria set out in the *Guidelines for Teaching Staff in NAATI-Approved Courses* in Appendix C and all examiners/assessors will need to meet the criteria set out in the *Guidelines for Assessments Used for the Purpose of a Recommendation for NAATI Accreditation* in Appendix D.

The institution must confirm whether the assessment strategy that is approved for existing language streams will be applied to the new language stream(s). If the assessment strategy for the new language

SECTION FOUR – COURSE RE-APPROVAL PROCESS

stream(s) differs from the assessment strategy for existing language streams, then the institution will have to provide the proposed assessment strategy for the new language stream(s).

For detailed information about assessments in NAATI-approved courses, please refer to *Section Two, 2.1.6. Assessment Details*.

4.1.4. Units of Competency

Information about the Units of Competency the institution currently offers as part of the approved course is to be provided.

If the institution proposes to make changes to the units of competency, details must be provided in this section.

Institutions must indicate which Units of Competency they will be offering as part of the course and if there are any options available to students in terms of the elective units. As a student must achieve the qualification to be able to be recommended for NAATI Accreditation, NAATI requires the institution to offer all Core Units as prescribed in the Public Service Training Package for the relevant course and, depending on the type of NAATI Accreditation sought, certain combinations of Elective Units.

Please refer to *Section Two, Course Approval Process, 2.1.4 Units of Competency* for information on Core and Elective Units.

4.1.5. Teaching Staff Details

If new teaching staff are being introduced to the course, please provide details in this section.

Information about any new staff members proposed to teach translating and/or interpreting, including internal and external, full-time and part-time, permanent and contract staff members, is required as part of the course re-approval submission.

The institution is required to provide the following information for each proposed teaching staff member:

- the language stream(s) and the skill and direction being taught
- NAATI Number and NAATI Accreditations
- list of 'A', 'B' and/or 'C' languages

The *Guidelines for Teaching Staff in NAATI-Approved Courses* in Appendix C set out all criteria for staff involved in the teaching of NAATI-approved courses. If staff do not meet the criteria then the institution is to provide a 1 page signed letter of justification (with institution letterhead). The letter of justification should include contact details for the staff member, any NAATI accreditations, work experience, training and any other evidence to justify their appointment.

Following course approval it is the institution's responsibility to inform NAATI of staff additions and departures via email or, if the departure is at the end of an academic year, through the Annual Returns process (see Section 5.3 regarding Annual Returns). In some instances, staff departures may necessitate the appointment of new staff. False statements about staff engagements may lead to non-acceptance of recommendations and may affect the approval status of courses.

4.1.6. Assessment Details

If any aspects of the assessments will change, please provide details in this section.

Courses must make provision for practical assessments administered either at the completion of or during the course. The assessment(s) must allow for a judgement about the students' standard of performance to be made in line with NAATI Accreditation requirements which may differ from the standards required for a student to be deemed competent for the purposes of the qualification.

For detailed information about assessments in NAATI-approved courses, please refer to *Section Two, 2.1.6. Assessment Details*.

NAATI needs to be informed of any proposed changes to the assessments in the approved course. To assess the amendments to the assessment strategy for the course, NAATI requires the institution to present its original assessment strategy with detailed information about the proposed amendments.

NAATI may request additional information on the proposed changes to the assessment strategy if necessary.

4.1.7. Examiner/Assessor Details

If new examiners/assessors will be introduced to the course, please provide details in this section.

Information about any new examiners/assessors, that is, internal or external staff who are involved in the setting and marking of the assessment materials on which the decision to recommend students for NAATI Accreditation is made, need to be detailed.

The institution is required to provide the following information for each proposed examiner/assessor:

- the language stream(s) and the skill and direction the examiner/assessor is proposed to assess
- NAATI Number and NAATI Accreditations
- list of 'A', 'B' and/or 'C' languages

All new examiners/assessors will need to meet the criteria set out in the *Guidelines for Assessments Used for the Purpose of a Recommendation for NAATI Accreditation* in Appendix D. If staff do not meet the criteria then the institution is to provide a 1 page signed letter of justification (with institution letterhead). The letter of justification should include contact details for the staff member, any NAATI accreditations, work experience, training and any other evidence to justify their appointment.

Following course approval it is the institution's responsibility to inform NAATI of staff additions and departures via email or, if the departure is at the end of an academic year, through the Annual Returns process (see Section 5.3 regarding Annual Returns). In some instances, staff departures may necessitate the appointment of new staff. False statements about staff engagements may lead to non-acceptance of recommendations and may affect the approval status of courses.

4.1.8 Responses to NAATI Monitoring Outcomes

Please indicate whether NAATI has monitored a language stream(s) approved for the course in the current period of approval, i.e. the period since NAATI last granted approval/re-approval for the course, and, if applicable, list the relevant language streams and the year of monitoring, i.e. the academic year for which the material for monitoring was requested.

If NAATI has identified any problems and/or requested that certain actions be taken as a result of course monitoring for any of the language streams, the institution is required to provide information about the actions taken to rectify these problems.

4.1.9. Fee Payment

Institutions are required to pay a fee when submitting an *Application for NAATI Course Re-Approval*. For the relevant fee, please refer to the fee schedule for the current financial year.

4.2. OUTCOMES OF THE APPLICATION FOR COURSE RE-APPROVAL

4.2.1. Course Re-Approval

Where an institution is successful in its application for NAATI re-approval, NAATI will inform the institution of the terms and conditions under which the course must operate.

All relevant terms and condition of having a NAATI approved course will be set out in writing in the approval letter. There are three types of approval:

- Approval: General conditions will be attached.
- Conditional approval: Certain special conditions are attached to the approval which must be met within the timeframe provided in order to retain approval.
- Provisional approval: Approval is subject to fulfilment of specified requirements before delivery commences, e.g. specific staffing etc.

As part of granting course re-approval, an institution may be required to undertake actions to address problems identified in the previous period of approval.

NAATI reserves the right to revoke a course approval or to visit an institution if it has reason to believe that the standard of the course has fallen below acceptable levels, or if it finds that the information provided in the *Application for NAATI Course Re-Approval* is incorrect.

Courses approved by NAATI will be included in NAATI's register of courses, and eligible graduates recommended to NAATI will then be entitled to apply directly to NAATI for accreditation.

4.2.2. Non-Approval of Application for Course Re-Approval

Where NAATI does not re-approve the course, clear reasons for non-approval will be given to the institution in writing. The institution can then choose to withdraw its application for re-approval or submit an amended application.

SECTION FIVE

VOCATIONAL EDUCATION AND TRAINING (VET)

MONITORING OF APPROVED COURSES

5.1. MONITORING OF APPROVED COURSES

The monitoring of approved courses is a vital part of ensuring NAATI Accreditation standards are being maintained at approved courses. The monitoring processes assist NAATI in ensuring that course approval guidelines are being observed and uniform standards are maintained between all NAATI-approved courses, and with NAATI Accreditation tests.

NAATI monitors approved courses by reviewing:

- Compliance with conditions of approval
- Annual Return for approved courses
- Assessment strategy and monitoring outcomes
- Outcomes of site visits

Ongoing approval of a course is dependent on positive monitoring outcomes.

Important guidelines for NAATI-approved courses are outlined in Appendices C to F.

5.2. COMPLIANCE WITH CONDITIONS OF APPROVAL

All course approvals will have conditions attached and details of these will be provided in the institution's approval letter from NAATI. Usually these conditions are general and common to most approved courses. These general conditions are monitored on an ongoing basis and do not require specific responses from institutions unless formally requested.

Where specific conditions are indicated in the approval letter, NAATI will request evidence of the condition(s) being met within a particular timeframe. In these instances ongoing approval for the course is conditional on the specific condition(s) being met.

Once special conditions of approval have been met by the institution, NAATI will acknowledge this by advising the institution in writing. Should the institution not receive written confirmation of fulfilment of conditions within two months from the date relevant information was requested, it should contact NAATI.

5.3. ANNUAL RETURN FOR APPROVED COURSES

All institutions offering NAATI-approved courses are required to submit an Annual Return (*NAATI Approved Course Annual Return* form) in which the institution provides information about the completed academic year and the teaching of the course in the following academic year. NAATI will provide an electronic *NAATI Approved Course Annual Return* form for each approved course each November for the institution to complete and submit by 31 December.

Where NAATI requires assessment or student information for monitoring purposes, this will normally be requested by NAATI as part of the Annual Return.

If no Annual Return is received without NAATI's prior approval, NAATI approval for the course may be withdrawn and students who are recommended by the institution may not be awarded NAATI Accreditation.

The following information is required on the *NAATI Approved Course Annual Return* form:

5.3.1. General Information

This part will be completed by NAATI with information about the institution, contact details and some course information that the institution provided in previous applications. Please check the information and provide updated information if changes have occurred.

SECTION FIVE – MONITORING OF APPROVED COURSES

5.3.2. Languages Offered in the Academic Year for which Return Is Made

Information is required on the language stream(s) which were run in the year for which the Annual Return is made. The approved languages will be listed on the form and the institution will need to provide the following:

- information whether the individual language streams were run during the academic year for which the return is made;
- number of new student enrolments during the academic year for which the return is made;
- number of student completions during the academic year for which the return is made; and
- indication if the language stream will be offered in the following academic year.

5.3.3. Staff

All approved teachers and examiners/assessors will be listed on the form and the institution will have to indicate whether the individual staff members will continue to be involved in the approved course. False statements about staff engagements may lead to non-acceptance of recommendations and may affect the approval status of courses.

5.3.4. Amendments to the Course

The institution is asked to indicate whether it is planning to make any amendments to the course, e.g. changes to the assessment strategy or the Units of Competency.

Please note that amendments or changes to the course may require NAATI approval. For detailed information about amendments to NAATI-approved courses, please refer to *Section Three, Amendments to an Approved Course* above.

5.3.5. Student Recommendations

The *Recommendations for NAATI Accreditation* form is a separate document which is to be submitted to NAATI once the assessment results are known for **all students who sat the relevant assessment(s)** in the academic year for which the Annual Return is made, regardless of the mark they obtained in the assessment(s). The institution needs to provide students' names and the marks they obtained in the assessment and indicate whether they are recommended for NAATI Accreditation. The institution also needs to provide information about supplementary assessments.

A separate *Recommendations for NAATI Accreditation* form must be completed for each NAATI-approved course.

A *Recommendations for NAATI Accreditation through a Supplementary Assessment* form must be submitted to recommend students that sat a supplementary assessment.

Only students who fulfil the criteria outlined in *Appendix F – Issuing of NAATI Accreditations* can be recommended for NAATI Accreditation.

5.3.6. Use of Computers in Assessments

The institution is required to advise whether computers were used in the assessment(s) on which recommendation for NAATI Accreditation is based.

NAATI permits the use of computers for assessments in approved courses under the conditions outlined in *Appendix E – Guidelines for the Use of Computers in Assessments*. If computers were used in these assessments, the course coordinator is to complete a *Use of Computers in Assessments* form and submit it to NAATI with the Annual Return.

5.3.7. Monitoring Material

NAATI will regularly request assessment materials and the records of the marking of these materials for monitoring. The specific material the institution must submit will be indicated in the Annual Return form. The material and the language stream(s) for which material is requested may change from year to year.

Please note that the provision of assessment material(s) and student assessments for monitoring if requested by NAATI by the given due date is a general condition of NAATI course approval.

For detailed information about the monitoring of assessment materials and the marking of assessments, please refer to *Section Five, Monitoring of Approved Courses, 5.4. Assessment Strategy and Monitoring* below.

5.4. ASSESSMENT STRATEGY AND MONITORING

NAATI monitors the assessment strategy for approved courses, particularly assessment material(s) and the assessment of student performance on these materials.

NAATI only monitors the assessment strategy/materials for units of competency in which the assessment(s) are held on which recommendation for NAATI Accreditation is based. The units of competency NAATI sees as being applicable is provided in *Section Two, Course Approval Process, 2.1.4. Units of Competency*, Tables 1. – 4. NAATI does not monitor details of the assessment strategy for other units.

5.4.1. Assessment Materials

NAATI monitors assessment material(s) (the material on which recommendation for NAATI Accreditation is based) for approved translating and interpreting courses each year. This measure is taken to ensure NAATI guidelines are being observed and uniform national standards are being maintained.

5.4.2. Marking of Assessments

NAATI regularly monitors the marking of students' performances on the assessment material (the material on which recommendation for NAATI accreditation is based). This is to ensure that NAATI guidelines are being observed, uniform national standards are being maintained between NAATI-approved courses, and marking standards in assessments in approved courses are equivalent to the marking standard in NAATI Accreditation tests.

5.4.3. Monitoring Process

The monitoring process applies to the assessment instruments which form the basis of a recommendation for NAATI Accreditation and the individual student performance on the assessment instruments.

Depending on the form of assessment for an approved course, NAATI will put one of the following monitoring processes in place:

1. If the institution is approved to conduct a single summative assessment to determine students' eligibility for recommendation for a NAATI Accreditation, NAATI will regularly request assessment materials and the records of the marking of these materials, i.e. audio/video recordings, scripts or scenarios for dialogues, and individual students' assessment papers/material, to be submitted with the Annual Return. The specific material the institution must submit will be indicated in the *NAATI Approved Course Annual Return* form the institution will receive from NAATI in November each year. The material and the language stream(s) for which material is requested may change from year to year.
2. If the institution is approved to deliver a program of assessments, NAATI will monitor the assessment materials and the students' marked performances on these materials. This process will involve a NAATI assessment of the 'portfolio of evidence' for each student to ensure NAATI agrees with the recommendation made by the institution. The specific material the institution must submit will be indicated in the *NAATI Approved Course Annual Return* form the institution will receive from NAATI in November each year. The material and the language stream(s) for which material is requested may change from year to year.

The requested materials are reviewed by NAATI examiners. The tasks of NAATI examiners are to:

SECTION FIVE – MONITORING OF APPROVED COURSES

- assess the appropriateness of the assessment material, such as dialogues, scenarios and texts used for examining/assessing translating and/or interpreting at the relevant level of accreditation.
- review students' performance in the assessment as judged by the original markers, in terms of NAATI standards at the appropriate level of accreditation.
- comment on the comparability of assessments and standards between assessments of each course and NAATI assessments, and between courses at the same level, where possible.

A report will be prepared which will indicate any variations in standards demonstrated by course examinees at different institutions and also between graduates of courses, as demonstrated by the students' performance on the institutional assessment, and successful candidates in NAATI tests. The report is reviewed by the TRAC and the TRAC will make recommendations based on the findings.

The course co-ordinators of the courses concerned can normally expect to receive feedback about the report and the recommendations made by the TRAC by July 1 of the year following the return.

Should there be significant disparity between NAATI's standards and the institution's assessment instruments and/or the institution's assessment of individual student performances, NAATI will discuss appropriate actions with the institution. Accreditation of students or graduates does **not** normally depend upon the monitoring report. However, NAATI reserves the right to revoke its approval of the course if discrepancies and problems persist.

5.5. SITE VISITS

NAATI may conduct site visits at institutions. These site visits are part of the ongoing monitoring process of approved courses and are designed to ensure that NAATI guidelines are being observed, uniform national standards are being maintained between NAATI-approved courses and information provided in any application forms is accurate. The institution will be informed of a site visit several weeks in advance.

Where NAATI finds that the institution does not adhere to the *Guidelines for Assessments Used for the Purpose of a Recommendation for NAATI Accreditation* as outlined in Appendix D below, NAATI will work with the institution to remedy the situation. NAATI reserves the right to revoke its approval of the course if problems persist.

5.6. REQUESTS FOR OTHER INFORMATION FROM INSTITUTIONS

From time to time, NAATI may request an institution to provide information about policies, procedures or other course-specific details which NAATI sees as being important to the quality delivery of a NAATI-approved course. Normally this request for information will arise because of a specific case or issue brought to NAATI's attention, e.g. from a student at the institution.

If an institution is contacted by NAATI as part of an investigation, the institution is expected to cooperate and to provide the information requested even if NAATI is unable to name the complainant or provide specific information about the circumstances of the concern or complaint. NAATI acknowledges that institutions have internal processes in place to handle complaints but NAATI reserves the right to obtain information from a NAATI-approved course directly in relation to a concern or complaint where it feels the matter goes to the quality, and therefore the approval status, of the course.

APPENDICES

VOCATIONAL EDUCATION AND TRAINING (VET)

APPENDIX A – FEE SCHEDULE
1 July 2015 to 30 June 2016

A.1. Application Fees

Institutions are required to pay a fee when submitting the following forms:

- *Application for NAATI Course Approval*
- *Application for NAATI Course Re-Approval*
- *Application for Amendment to an Approved Course*

All fees listed are GST inclusive.

NAATI reviews its fees on an annual basis and fees may change on 1 July of each year.

Table 1: Fee Schedule for Applications

Accreditation Level	Course Approval	Course Re-Approval	Course Amendment
Paraprofessional (per course)	\$648	\$417	\$223
Professional (per course)	\$893	\$648	\$223
Conference Interpreter & Advanced Translator (per course)	\$1,218	\$892	\$223

Institutions will be charged an additional fee of **\$223.00** if the application is not received by NAATI by the requested date as outlined in the relevant sections of this booklet.

A.2. Monitoring Fees

After the completion of each academic year, NAATI will invoice institutions for course monitoring fees, which are based on the number of new student enrolments in that academic year. Please note that fees differ depending on the accreditation level awarded to the course.

Table 2: Course Monitoring Fees

Accreditation Level	Courses with 1 – 20 Participants	Courses with 21 – 100 Participants	Courses with 101 to 200 participants	Courses with more than 200 participants
Paraprofessional (per course)	\$1,376	\$2,066	\$3,443	\$5853
Professional (per course)	\$2,066	\$2,754	\$4,131	\$7023
Conference Interpreter & Advanced Translator (per course)	\$2,430	\$3,078	\$4,471	\$7601

APPENDIX B – APPEALS PROCESS

An appeal is a request for reassessment of NAATI's decision in relation to an application for course approval, re-approval or amendment.

Institutions not content with the outcome of their application may lodge an appeal with NAATI. An appeal must be lodged in writing no more than two months from the date the institution was formally advised of the outcome of their application.

The appeal must provide specific details as to why the institution believes a wrong decision has been made. Appeals may not be made in relation to NAATI policy, only in relation to the incorrect application of policy.

The appeal must be clearly set out. To assist NAATI in considering your appeal, any additional information you consider relevant should be provided. Please do not send original documents as these will not be returned.

If NAATI finds that the decision is appealable, it will acknowledge acceptance in writing within two weeks of receiving the appeal.

Normally, it will take at least one month to investigate the grounds upon which the appeal was made and formally review the basis of the original decision. If the process requires additional information or may take more than two months, NAATI will notify the institution.

NAATI will advise the institution of the outcome of the appeal in writing. The outcome of an appeal is final and NAATI will not consider further correspondence in relation to the matter.

APPENDIX C – GUIDELINES FOR TEACHING STAFF IN NAATI-APPROVED COURSES

All course units dealing with translating and/or interpreting must be taught by NAATI-approved teaching staff. At least one A language English-speaker and one A language LOTE-speaker with experience in the relevant skill(s) must be involved in teaching the unit on which recommendations for NAATI accreditation is based.

For NAATI approval purposes, staff teaching **translating and/or interpreting** must hold NAATI Credentials:

1. at the level being assessed or above
2. in the appropriate skill (translating or interpreting)
3. in the **relevant** language
4. in the relevant language direction(s)

For translation courses, NAATI encourages the institution to employ staff to teach translation into their 'A' language, For example, if a suitably accredited person's 'A' language is English, NAATI encourages the institution to employ them to teach translation into English. Conversely, if a suitably accredited person's 'A' language is a LOTE then NAATI encourages the institution to employ that person to teach translation into LOTE.

Staff teaching non-language specific theoretical course units, e.g. translation or interpreting theory, across a range of language streams may not be required to hold NAATI Accreditation in the relevant language, but are required to fulfil all other criteria in relation to NAATI Accreditation listed above.

NAATI will consider teaching staff who do not meet these requirements for languages where teaching staff with the necessary qualifications or background are not available. In these circumstances, NAATI may consider a team-teaching approach where a teacher accredited in a language other than the one in which training is being conducted may team-teach the course component with an appropriately qualified language skills teacher. Where this is to occur, it must be made clear as part of the assessment strategy.

Failure to employ teaching staff with appropriate NAATI Accreditation(s) will lead to NAATI not granting approval for the course. Please note that it is the institution's responsibility to ensure that all staff teaching translating and/or interpreting hold appropriate and current NAATI Accreditation(s). This includes ensuring that teaching staff whose Accreditation(s) are part of NAATI's revalidation system revalidate their appropriate NAATI Accreditation(s) before they expire. **Should a staff member let their relevant Accreditation(s) lapse, or not meet the requirements for revalidation, then NAATI's approval for the staff member may cease.**

Where teaching staff (all or some) are not known at the time an application for course approval, re-approval or addition of language streams is made, NAATI may grant approval on the condition that NAATI is notified of the remaining teaching staff at least one month before the course commences.

APPENDIX D – GUIDELINES FOR ASSESSMENTS USED FOR THE PURPOSE OF A RECOMMENDATION FOR NAATI ACCREDITATION

Courses must make provision for practical assessment(s) administered either at the completion of or during the course. The assessment(s) must allow for a judgement about the students' standard of performance to be made in line with NAATI accreditation requirements which may differ from the standards required for a student to be deemed competent for the purposes of the qualification.

Approval of a particular assessment strategy forms part of the course approval as a whole. Should the institution not employ the approved assessment strategy, then NAATI reserves the right to take action against the institution, including removing the course approval and not awarding accreditation to any of the students recommended by the institution.

Institutions may

1. propose a single summative assessment and mark it using the NAATI criteria (or equivalent criteria) described in the *NAATI Examiners' Manual*.
2. propose an assessment strategy where the assessment materials and marking enable an assessment of a student's performance for the purposes of a recommendation for NAATI Accreditation.

NAATI has general guidelines for the following:

- Assessment materials
- Assessment conditions
- Marking guidelines
- Examiners/Assessors
- Retention of Assessments

Assessment Materials

An assessment(s) must be used to determine students' result for the purpose of recommendation for NAATI Accreditation. This must include assessment(s) of the skills assessed in the equivalent NAATI Accreditation test. This does not mean that the assessment must look like a NAATI Accreditation test. To be approved, the assessment(s) must reflect a variety of real-life scenarios encountered by interpreters/translators during the course of their work. The *NAATI Examiners' Manual* provides guidelines for the development of NAATI assessment materials as follows:

Level of Assessment	General Principles	Specific Guidelines
Paraprofessional Interpreter	Section 2.1: General Principles of NAATI Test Setting	Sections 6.1.1 to 6.1.6 Sections 6.2.1 to 6.2.6 (Auslan)
Professional Translator		Sections 5.2.1 to 5.2.4
Professional Interpreter		Sections 6.3.1 to 6.3.8 Sections 6.4.1 to 6.4.8 (Auslan)
Advanced Translator		Sections 5.3.1 to 5.3.4

As stated in these guidelines, NAATI requires institutions to create assessment materials in the source language. This means that translation passages, consecutive interpreting passages and sight translation passages must be genuine source language texts, and interpreting dialogues must be written bilingually in the language of the interlocutors. NAATI does not approve of creating assessment materials in English and then translating them into the LOTE (and vice versa) as this is considered to be a process that does not result in a high quality end product.

Interpreting assessments for Paraprofessional and Professional levels may include live dialogues (please contact NAATI for guidelines) instead of pre-recorded dialogues. If an institution wishes to run live dialogues, specific approval is required for this as part of the assessment strategy. Approval should be sought either along with the application for course approval or as a specific amendment if this was not originally part of the approved assessment strategy. Live dialogues may be used either as part of a summative assessment or program of assessments.

A student is only to be assessed on materials which

- the student has not seen in previous assessments or practice materials
- are sufficiently different from previous assessment materials and practice materials in subject matter and lexicon so as to be considered new material(s)
- have been created by institution staff.

Students must not have been exposed to elements of the assessment materials, not been specifically coached on vocabulary and phrases that are used in the assessment material, and not been provided with details of scenarios prior to the exam, except where required by the test format specified by NAATI (e.g. provision of Consecutive Interpreting topics for Professional Interpreter tests prior to the test)

Institutions must have processes in place that guarantee the quality and security of assessment materials before, during and after the process of setting the materials.

From time to time NAATI may provide assessment materials to institutions for use in assessing students' eligibility for a recommendation for NAATI Accreditation. NAATI considers that this action supports the integrity of the approved course assessment process.

Assessment of Ethics of the Profession and Social and Cultural Awareness

The Social and Cultural Awareness and the Ethics of the Profession are an important part of NAATI Accreditation and need to be assessed during the course. However, NAATI does not require these sections to be included in the assessment if they have been assessed elsewhere in the course. Whichever form of assessment is used to assess these components, the student's performance must be successful in order to be recommended for NAATI Accreditation.

D.2. Assessment Conditions

For approval to be granted, the institution will need to provide details of the assessment conditions, processes and procedures, including any information students are provided with about the assessment material(s) prior to the assessment and any time limitations for the assessment, and must have specific processes in place that guarantee the security of assessment materials before, during and after the assessment.

Consistent with its quality assurance role NAATI may conduct site visits at institutions during assessments to ensure that relevant conditions are put in place and adhered to during the assessment. As NAATI is not able to fulfil this role on public holidays, NAATI requests that institutions refrain from scheduling assessments on days that are public holidays in either the ACT or the state where the assessment is held.

D.2.1. Assessment Conditions for Translator Assessments

The assessment for translating may be a paper-based or computer-based assessment. Assessment material security prior to and during the assessment must be ensured. If students are permitted to use computers during the assessment, NAATI expects that the *Guidelines for the Use of Computers in Assessments* are observed (see Appendix E).

NAATI requires the following general principles to be met:

- No communication is allowed between students and any other individual.
- The students complete all assessment(s) under supervision at all times.
- The supervisor is to make notes of any problems that occur during the assessment as they may have a bearing on students' performances.
- The institution is to maintain copies of all candidate responses for NAATI monitoring.

D.2.2. Assessment Conditions for Interpreter Assessments

The assessment(s) for interpreting must be recorded - video (for Auslan) or audio unless specifically approved by NAATI.

For Interpreting courses, information about assessment conditions must include whether institutions will conform to the above-mentioned typical format of a pre-recorded 'Master' recording or seek approval to

administer the test live with actors playing roles during the assessment. If administering the test live, details will need to be provided in relation to whether the intention is for the actors to follow a set script according to the NAATI parameters or use “live scenarios” which do not follow a set script. NAATI may request further details in relation to the parameters for live scenarios.

NAATI expects the following general principles are complied with:

- Particular attention must be paid to assessment material security. NAATI expects procedures to be in place to ensure no communication is allowed between students who have been assessed and any other individual who may be due to be assessed.
- students complete all assessment(s) under supervision at all times.
- The supervisor is to make notes of any problems/issues that occur during the assessment as they may have a bearing on students' performances.
- The institution is to keep copies of all relevant student assessments for NAATI monitoring.

D.2.3 Illness and Sitting an Assessment for Recommendation for NAATI Accreditation

Students who sit for an assessment(s) on which recommendation for NAATI Accreditation is based despite being ill must have their assessment marked on the same basis as for any other student. A student who provides retrospective medical evidence of being unfit to sit a test, or who sat the test in contradiction to the medical advice, cannot be offered an opportunity to resit or have their grade altered in any way.

Institutions may reschedule an assessment for a student if provided with a medical certificate indicating the student is or was not well enough to sit the assessment on the scheduled date and covering the period when the candidate will not be medically fit to sit the assessment, as long as that student did not attend the assessment on the original assessment date. A rescheduled assessment must not use any materials previously used to assess students.

Should a medical certificate be provided by a student, this does not affect their entitlement to sit a supplementary assessment.

In exceptional circumstances in which institution-wide policies are inconsistent with this policy, NAATI may consider making an exception. The institution must provide detailed information about the circumstances and consideration of any exception will be on a case by case basis.

D.3. Marking Guidelines

Institutions are required to follow certain guidelines in relation to the marking of single summative assessments. These would either be those set out by NAATI or those submitted to NAATI and approved.

Assessments should be marked independently by at least two examiners/assessors or a robust moderation process must be in place.

Where an independent marking process is in place, each examiner/assessor is to receive an unmarked copy of the student assessments and mark them without consulting the other examiner/assessor. If the 2 initial markers disagree on whether the student should pass, the assessment may be sent to a third marker. Recommendations for NAATI Accreditation can only be made if 2 markers pass the student. Assessments cannot be fourth marked unless specific NAATI Approval is given.

Please note that, in some circumstances, NAATI approval for a course will be subject to a NAATI examiner being involved in determining students' eligibility for recommendation for NAATI Accreditation. This will be clearly stated as a condition in the course approval letter. If one of the markers for the assessment is appointed by NAATI, the institution is required to seek approval for the third marker if third marking is required.

Institutions must have systems in place that guarantee the quality and security of the assessment process before, during and after the marking. NAATI will consider the specific quality assurance and security processes put in place as part of the strategy. If considered to be inappropriate, NAATI will discuss this with the institution.

As part of the assessment strategy, institutions must indicate the minimum level of performance students are required to achieve in the approved assessment(s) to be eligible to be recommended for NAATI Accreditation. This minimum level of performance is normally set at 70% or a comparable grade approved by NAATI.

The *NAATI Examiners' Manual* provides guidelines for marking of materials as follows:

Level of Assessment	General Principles	Specific Guidelines
Paraprofessional Interpreter	Section 3.1 : General Principles of Test Marking	Sections 6.1.7 to 6.1.11 Sections 6.2.7 to 6.2.11 (Auslan)
Professional Translator		Sections 5.2.5 to 5.2.9
Professional Interpreter		Sections 6.3.7 to 6.3.14 Sections 6.4.7 to 6.4.14 (Auslan)
Advanced Translator		Sections 5.3.5 to 5.3.8

D.4. Examiners/Assessors

All assessments linked to the decision to recommend a student for NAATI Accreditation must be set and assessed by a NAATI-approved examiner/assessor. All courses must have at least one A language English-speaker and one A language LOTE-speaker with experience in the relevant skill(s) involved in the preparation of translating and/or interpreting assessment materials and the assessment of student performance in the units on which recommendations for NAATI accreditation is based.

For NAATI approval purposes, staff setting and assessing **translating and/or interpreting** must hold NAATI Credentials:

1. at the level being assessed or above
2. in the appropriate skill (translating or interpreting)
3. in the **relevant** language
4. in the relevant language direction(s)

For translation courses, NAATI encourages the institution to employ staff to assess translation into their 'A' language, For example, if a suitably accredited person's 'A' language is English, NAATI encourages the institution to employ them to assess translation into English. Conversely, if a suitably accredited person's 'A' language is a LOTE then NAATI encourages the institution to employ that person to assess translation into LOTE.

In addition, staff assessing **translating and/or interpreting** must have documented current and relevant experience in the interpreting and/or translating industry

NAATI may consider a team assessing approach, i.e. one of the assessors is an interpreter accredited in a language other than the one in which training is being conducted and the language skills assessor is not accredited. Where this is to occur, it must be made clear as part of the assessment strategy.

Failure to employ examiners/assessors with appropriate NAATI Accreditation(s) or qualifications, skills and experience will lead to NAATI not granting approval for the course.

Please note that it is the institution's responsibility to ensure that all staff assessing translating and/or interpreting hold appropriate and current NAATI Accreditation(s). This includes ensuring that assessing staff whose Accreditation(s) are part of NAATI's revalidation system revalidate their appropriate NAATI Accreditation(s) before they expire. **Should a staff member let their relevant Accreditation(s) lapse, or not meet the requirements for revalidation, then NAATI's approval for the staff member may cease.**

Where examiners/assessors (all or some) are not known at the time an application for course approval, re-approval or approval of a new language stream is made, NAATI may grant approval on the condition that NAATI is notified of the remaining examiners/assessors at least one month before the assessment is completed.

D.5. Retention of Assessments

NAATI requires institutions to retain assessment materials and records of individual students' performances on these materials, i.e. students' marked assessment papers/recordings or other material they produced during the assessment, in a secure location for a minimum of two years from the date the result of the assessment is released to the students. This may differ from the requirements of individual institutions.

This retention period is necessary to ensure that

- assessment material and the marking of students' assessments are available for monitoring.
- concerns that may arise in relation to students' performance in the assessments can be addressed.

APPENDIX E – GUIDELINES FOR THE USE OF COMPUTERS IN ASSESSMENTS

NAATI will permit the use of computers for Translator assessments held during or at the end of a NAATI-approved course under the following conditions:

- The room used for the assessment is to have secure examination conditions. This includes proper invigilation, identity checks of students, checks for prohibited materials and resources and control over all movements into and out of the room.
- All computers are to be supplied and secured by the institution and extra files need to be cleaned out before students begin the assessment so that students cannot “pre-save” information related to the topic of their assessments.
- Standard software and electronic dictionaries are to be installed by the institution. This also includes the language-specific fonts.
- Computer Assisted Translation software of any kind (e.g. *Trados* et al) is not permitted.
- Any software which is not permitted during the assessment is to be removed/blocked by the institution.
- Students are not permitted the use of any USB storage devices or CDs in the testing room. Students may bring into the examination room hard copies of published dictionaries and glossaries.
- All computers are to be disconnected from the Internet so that students cannot store information on a server or access websites.
- Seating arrangements in the computer room will be randomised on the day to prevent students from predicting which station they will be seated at.
- Prior to the assessment, the institution will publish to both students and NAATI its policy concerning any possible computer-related problems (e.g. computer failure, lost files, printer issues, cheating through the use of the computer etc.) and the consequences of such issues. Each student will be required to sign a declaration form acknowledging this policy.
- Immediately after the assessment, all student assessments are to be saved to a secure location such as the institutional network, together with a back-up in an alternative secure location. The individual computers used by the students are then to be cleaned off all files used by the student during the assessment.
- Confirmation that the above conditions have been adhered to will be conveyed to NAATI on a standard form provided by NAATI and signed off by the permanent staff member responsible for the NAATI-approved course. The form is to be attached to the Annual Return.
- Where institutions or students are unable to meet the above conditions, translation assessments are to be completed in handwritten form.

APPENDIX F – ISSUING OF NAATI ACCREDITATIONS

Students who complete a NAATI-approved course can be awarded a NAATI Accreditation. However, accreditation is not linked automatically to the achievement of the qualification. The following steps must be completed:

F.1. Recommendation of Students by the Institution

Students must be recommended by their institution to gain NAATI Accreditation. Students recommended for NAATI Accreditation must have:

- enrolled in the course while NAATI approval is held
- achieved the qualification in an approved language stream
- demonstrated the required level of performance in the approved assessment(s) at the institution

Irrespective of any Recognition of Prior Learning (RPL) granted to a student for any unit(s) or parts of a unit(s) within the qualification, the student must fulfil the eligibility criteria listed above if they are to be recommended for NAATI Accreditation, i.e. the student must have completed the NAATI-approved assessments as part of the NAATI-approved course at the institution.

Please note that NAATI course approval is linked to the qualification, not course units. Students who complete the relevant course units but complete a qualification that is not approved by NAATI can not be recommended for NAATI Accreditation.

If an institution does not meet relevant course approval requirements, or in situations where NAATI considers that the assessment on which a recommendation is based is not valid, NAATI may not honour recommendations for NAATI Accreditation made by the institution. NAATI considers that this action would only occur in exceptional circumstances.

The institution can recommend students by submitting a *Recommendations for NAATI Accreditation* form. All students enrolled on the approved course need to be listed on this form, even if they do not qualify for NAATI recommendation. A separate form must be completed for each NAATI approved course.

F.1.1 Supplementary Assessments

If the course is approved on the basis of a single summative assessment, the institution may give students who fail to meet the requirements for recommendation for accreditation **one** further opportunity to meet the requirement (supplementary assessment).

Any supplementary assessment administered for the purpose of determining students' eligibility to be recommended for NAATI Accreditation must be offered under the following conditions:

- Assessment materials used must be new, but need only cover those sections in which the student failed to achieve the required level of performance.
- Supplementary assessments must be administered no more than three months from the date of administration of the single summative assessment. There may be certain situations in which an exception to the three month timeframe is warranted, e.g. Christmas break or a student's medical condition. Any exception to this timeframe on medical grounds can only be made if the student provides a medical certificate signed by a medical practitioner. Medical absences are to be administrated by the institution and NAATI requires that the institution keep copies of medical certificates. From time to time NAATI may request to see certificates as evidence that the institution have correctly administered medical absences. Any exception to the 3 month timeframe on non-medical grounds requires written pre-approval from NAATI. **The maximum allowable time within which a supplementary assessment must be administered is 6 months after the date of the initial assessment.**
- Depending on the institution's approval status, NAATI may need to approve supplementary assessment material.

Institutions offering supplementary assessments need to indicate this on the *Recommendations for NAATI Accreditation* form and identify students who will be sitting this supplementary assessment. Once the supplementary assessment results are available, the institution must submit a *Recommendations for NAATI Accreditation through a Supplementary Assessment* form with students' final results and the institution's recommendations. NAATI will only accept recommendations for students who were eligible to sit a supplementary assessment.

F.1.2 Recommendation of Students at a Lower Level of Accreditation

In circumstances where a student fails to meet the requirements to be recommended for accreditation at the level course approval is held, the institution may recommend students for accreditation at a lower level. Approval for accreditation at a lower level may only be considered in the following circumstances:

Level of Approval Held by the Institution	Lower Accreditation Level	Conditions
Professional Interpreter	Paraprofessional Interpreter	Student achieves required standard in the Dialogue Interpreting parts of the assessment and successfully completes the units covering Social and Cultural Awareness and the Ethics of the Profession
Advanced Translator	Professional Translator	Please contact NAATI National Office for information on the conditions applicable
Conference Interpreter	Professional Interpreter	

F.2. Student Application

Students wishing to obtain NAATI Accreditation on completion of the approved course are required to submit an *Application for Accreditation by NAATI Approved Australian Course* and supporting documentation. The form can be found on the NAATI website under http://www.naati.com.au/PDF/Forms/Application_Accreditation_by_Approved_Aust_Course.pdf.

F.3. NAATI Issuing Accreditation

Once NAATI has received both the *Recommendations for NAATI Accreditation* form from the institution and the student's completed application form with all necessary documentation, NAATI will issue the accreditation for which the course is approved and for which the student was recommended by the institution. NAATI will send all applicants a letter, informing them of the outcome of their application.

GLOSSARY OF TERMS

A-Language	An interpreter's/translator's native language (or another language strictly equivalent to a native language), into which the interpreter/translator works from all her or his other languages.
Assessment Strategy	Any information relating to the assessment(s) on which recommendation for NAATI Accreditation is based, including assessment material(s)/instrument(s), assessment conditions, the process used for assessing students and the institution's moderation processes.
B-Language	A language other than the interpreter's/translator's native language of which she or he has a perfect command and into which she or he works from one or more of her or his other languages.
C-Language	The language(s) of which the interpreter/translator has a complete understanding and from which she or he works. Interpreters/translators may have several C-languages.
Conditional Approval	NAATI grants approval of the course on the condition that certain special conditions are met within a given timeframe in order to retain approval, e.g. review of initial assessment materials, involvement of external markers appointed by NAATI.
Course	Education program at a recognised educational institution that leads to an award, such as a Degree or a Diploma.
Course Approval	NAATI approves the course as it is outlined in the <i>Application for NAATI Course Approval</i> by the institution. General conditions are attached to the course approval.
International Student	The holder of an Australian student visa who is studying in Australia.
Unit of Competency	A component of a Training Package. Each Unit of Competency describes a specific work activity and defines the specific skills and knowledge that are required to effectively perform this particular activity.
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students.
LOTE	Language Other Than English.
Non-Approval	NAATI decides not to award course approval to the institution. Reasons for non-approval will be provided. The applicant can re-submit the application.
Provisional Approval	NAATI grants approval subject to fulfilment of specified requirements before delivery commences, e.g. specific staffing etc.
TRAC	Technical Reference Advisory Committee
RTO	Registered Training Organisation.
Training Package	A set of nationally endorsed standards and qualifications used to recognise, train and assess the skills and knowledge that are required to perform effectively in a specific workplace.
VET	Vocational Education and Training.