



Interpreter and Translator Training Courses and Workshops



January to March 2012

Welcome to IIA's What's on Skills

Keeping you up-to-date with Opportunities, Workshops and Training Courses

As a recognized leader in the provision of language communication services, IIA is committed to the continuous development of the translation and interpreting profession in Australia and internationally.

IIA Training provides regular, current and relevant training and preparatory programs aimed at current and future practitioners who:

- Want to develop and maintain existing skills
- Want to upgrade their NAATI Accreditation levels
- Are interested in translation and interpreting as a career and
- would benefit from essential skills needed to acquire NAATI Accreditation

The programs are flexible and high quality intensive skills-based each unit tailored to the needs of the participants.

All training offered is conducted by experienced educators and expert practitioners in the field of translating and interpreting.



IIA's training includes modules and workshops covering a range of topics. There is no minimum or limit on how many or the sequence of modules anyone can do. We do, however, offer advice on request regarding appropriate selection to best meet an individual's requirements.

- Introduction to Translation /Interpreting in Australia
- Insight into Interpreting in Australia
- Insight into Translation in Australia
- Listening and comprehension skills for interpreters
- Memory retention and Note-taking
- Dialogue interpreting and Consecutive interpreting
- Sight Translation
- Ethics and Professional Aspects of Interpreting/Translation
- Theory, practice and Techniques of Translation
- Linguistics for Interpreters and Translators
- Small Business Skills for Interpreters and Translators
- Use of Communication Technology in Business Practice
- Telephone Interpreting Techniques
- Contextual Studies
- Research Skills
- Note taking skills for Consecutive interpreting
- Transfer Skills for Interpreters



INTRODUCTION TO TRANSLATION AND INTERPRETING IN AUSTRALIA

6 Hours (2 X 3 hour sessions)
Participants must attend both sessions

This module is a general introduction for people considering entering the profession or people who work with Interpreters and Translators. The workshop will cover topics such as:

- History and development of the profession
- Accreditation and training in Australia (NAATI)
- The difference between interpreting and translation
- The importance of culture and context as they relate to interpreting and translation
- Skills required for each of these distinct vocations
- How to enter the profession
- The work interpreters do and where they work
- Career opportunities
- Professional bodies (AUSIT) – local and international
- Some key tips on working with interpreters
- The role of the interpreter
- The role of people working with Interpreters
- Working with translators
- Writing for translation

Fee: \$345.00 (incl. GST)

Date: By prior arrangement



INSIGHT INTO INTERPRETING THEORY & PRACTICE

6 Hours (2 X 3 hour sessions)
Participants must attend both sessions

This module builds on the areas covered in the Introduction module. This is a useful workshop for people who have taken the first step towards entering the professions. Topics covered in depth include:

- Training and Accreditation.
- Modes of entry and what is required
- Industry structure
- Major users and Attitudes
- The contexts within which interpreters and translators might be working

Interpreting in Australia

Dialogue/Consecutive/Sight translation/simultaneous-contexts and applications- including practical interactive demonstrations.
Ethics and Culture- How they apply to interpreting and translating
Work Practices

- Approaching clients work.
- Assignments and business practices
- Professional Development

Difficulties and Pitfalls

- General Overview of some of the issues that Translators and Interpreters encounter and how they might overcome them.

This module may include some practical exercises.

Fee: \$345.00 (incl. GST)

Date: By prior arrangement



INSIGHT INTO TRANSLATION THEORY & PRACTICE

6 Hours (2 X 3 hour sessions)
Participants must attend both sessions

This module builds on the areas covered in the Introduction module. This is a useful workshop for people who have taken the first step towards entering the professions. Topics covered in depth include:

- Training and Accreditation.
- Modes of entry and what is required
- Industry structure
- Major users and Attitudes
- The contexts within which interpreters and translators might be working

Translation in Australia

Meaning-based translation

Translation methods

Specializations

Technology

This module may include some practical exercises.

Fee: \$345.00 (incl. GST)

Date: By prior arrangement

ETHICS AND PROFESSIONAL ASPECTS

3 Hours

What are Ethics and the significance of the AUSIT Code of Ethics?

What are its fundamental principles and how do they apply to practitioners of Interpreting and Translation?

Why are they a requirement in the Australian context?

A critical analysis of the Code of Ethics

This course will cover topics such as:

- The role of the Interpreter/Translator
- The role of culture and its impact on the work of the Interpreter/Translator
- How to be assertive when adhering to the ethics
- Knowing your limitations
- The Interpreter/Translator as a community educator

Practical exercises and hypothetical scenarios will be used to demonstrate and encourage the exploration of ethical issues.

Fee: \$182.60 (incl. GST)

Dates : Saturday 18th February and 25th February
 3rd March, 10th March, 17th March, 24th March,
 31st March

Session times : 1.30pm-4.30pm

LISTENING AND COMPREHENSION

3 Hours

Listening and comprehension is a fundamental skill to interpreting. Its importance will be demonstrated in this module using examples and demonstrations. Participants will be encouraged to engage in listening and comprehension activities in English and in their native language where appropriate.

A dynamic practical module for participants who:

- Have completed the Insight module and wish to train towards a NAATI test
- Are practitioners wanting to improve their skills
- Are practitioners re-entering the profession after a period of absence

Fee: \$180.00 (incl. GST)

Dates: Thursday 23rd February
1st March, 8th March, 15th March, 22nd March and
29th March

Session Times: 5.30pm-8.30pm



MEMORY RETENTION AND NOTE-TAKING

3 Hours

Memory retention is an essential skill for an interpreter.

This module will cover the following topics:

- The benefits of note-taking skills
- Improving memory skills through the knowledge of how to encode, store, retrieve and decode information from a source language into a target language
- Applying the knowledge of note-taking for the purpose of retaining information.

This module will also encompass the practical theory of note-taking and the application of techniques through demonstration. Participants will be encouraged to participate in note-taking activities and develop their own personal note-taking style.

A dynamic practical module for participants who:

- Have completed the Insight module and want to train towards a NAATI test
- Are practitioners wanting to improve their skills
- Are practitioners re-entering the profession after a period of absence

Participants new to interpreting who are considering a NAATI test should consider completing the Listening and Comprehension module first.

Fee: \$220.00 (incl. GST)

Date: Saturday 18th February and 25th February
3rd March, 10th March, 17th March, 24th March and
31st March

Session times: 10.00am-1.00pm



RESEARCH SKILLS

3 Hours

The research skills module provides interpreters with the knowledge to research necessary terminology and precedents, and provides interpreters with the ability to:

- Identify suitable resources and update specialist knowledge
- Select and make critical use of precedents and reference material
- Make efficient use of print, electronic and human resources
- Prepare bilingual glossaries.

Fee: \$176.00 (incl. GST)

Date: Friday 24th February
2nd March, 9th March, 16th March, 23rd March, 30th March

Session times: 1.30pm-4.30pm

DIALOGUE AND CONSECUTIVE INTERPRETING

3 Hours

This course is a practical workshop for participants who:

- Wish to train for a NAATI test
- Would like to brush up their skills
- Would like to re-enter the profession after a period of absence

Participants will be introduced to texts depicting real-life scenarios in which to role play in monolingual and bilingual formats. Scenarios will conform to current NAATI requirements.

Fee: \$200.00 (incl. GST)

Date: Wednesday 29th February, 7th March, 14th March

Session Times: 5.30pm-8.30pm

CONTEXTUAL STUDIES

3 Hours

Contextual Studies explores the major sectors in Australia where Interpreters and Translators are engaged including community, commercial, legal and other international arenas. This module is appropriate for prospective and practicing Interpreters and Translators.

In Australia, many Interpreters and Translators provide services in a community setting, an area which warrants in-depth consideration due to the inherent diversity of situations that the Interpreter and/or Translator may encounter such as:

- Social security
- Health
- Medical/Dental
- Welfare
- Legal
- Court
- Education
- Medico-legal contexts and other settings

Participants will be encouraged to explore the different contexts in the country of their LOTE language. This module will also examine the importance and benefit of preparation, introduction, briefing and debriefing in the work of the Interpreter and Translator.

Fee: \$170.00 (incl. GST)

Date: Monday 20th February and 27th February
5th March, 12th March, 19th March and 26th March

Session times: 5.30pm-8.30pm



TELEPHONE INTERPRETING TECHNIQUES

3 Hours

The module offers information about the following topics:

- The difference between on-site and telephone interpreting and the skills required for each mode
- The advantages and disadvantages of each mode
- The benefits of using technology
- The trend in technology and its effects on the future of interpreting

Fee: \$200.00 (incl. GST)

Date: Friday 24th February
2nd March, 9th March, 16th March, 23rd March and
30th March

Session times: 9.30am-12.30pm

NOTE TAKING IN CONSECUTIVE INTERPRETING

3 Hours

This module offers information about the following topics:

- What consecutive interpreting involves
- Acceptable standards of Accuracy
- What consecutive interpreting is
- Effective listening
- Note-taking
- Presenting your translated version

Fee: \$200.00

Date: Wednesday 21st March and 28th March

Session times: 5.30pm -8.30pm

ENGLISH LANGUAGE CONSOLIDATION

3 Hours

English Language Consolidation is designed to extend the English skills of candidates who are native speakers to meet the particular demands of interpreting and translating. It is also to develop the English skills of those candidates who are speakers of English as a second language to an acceptable level of competence in such areas as command of idiom, systematic knowledge of structure, acceptable Australian-English and verbal facility.

The module assists the candidates to develop an appreciation of the Language of Australian speakers and writers, covering the following topics:

- Oral and written textual analysis
- Composition
- Summary and Précis
- English grammar
- Comparative/contrastive syntax
- Figurative language and idiomatic expression

Fee: \$166.00 (incl. GST)

Date: By prior arrangement

Time: 5.30pm-8.30pm



SIGHT TRANSLATION

3 Hours

Sight translation is the process of converting written information from a source language into a target language in an oral manner. This is a skill which a practicing Interpreter is required to have in the course of their work. Sight translation is a component which NAATI has recently introduced in its Interpreter test in different subject areas. This test is comprised of two sight translation pages, each with approximately 200 words in length and related to the dialogue segments.

This is a practical module which looks at the skills required in performing this task accurately and efficiently. Topics covered will be:

- The use and practice of analytical skills of a written material
- Application of reading abilities to enhance speed and comprehension
- Practicing public speaking skills

Fee: \$170.00 (incl. GST)

Date: Tuesdays 28th February 2012
6th March, 13th March, 20th March and 27th March

Time: 5.30pm-8.30pm



TRANSLATION TECHNIQUES

3 Hours

The course will introduce and discuss the various translation techniques required in the performance of written translations and will include topics such as:

- What is translation?
- Meaning based translations v literal translations
- From technical to literary – approaches to translation and specialisation
- The notion and validity of equivalence including strategies for solving non-equivalence
- Machine translation and computer aided translation – relevance, applicability and benefits.

Work Practices

- Approaching clients for work.
- Purchase orders and business practices
- Professional Development

Difficulties and Pitfalls

- General overview of some of the issues that Translators encounter and how they might overcome them

Fee: \$250.00 (incl. GST)

Date: By prior arrangement

USE OF CAT TOOLS

Wordfast or Trados for beginners

4 Hours

Use of CAT Tools covers the following topics:

- Introduction to CAT tools, translation memory concepts, available softwares
- Overview of Wordfast/Trados
- Creating a translation memory
- Basic workflow for translating in Wordfast /Trados
- Terminology management for CAT projects
- Comparisons between different CAT tools
- Useful tips for Wordfast /Trados and CAT projects in general
- Medico-legal contexts and other settings

Fee: \$310.00 (incl. GST)

Date: By prior arrangement

LINGUISTICS FOR INTERPRETERS AND TRANSLATORS

4 Hours

This module is an introduction to linguistics which will include lectures and seminar style discussions and problem solving strategies. Participants will benefit from information and knowledge related to key areas of linguistic description and/or structure. The module will cover fundamental topics such as:

- Grammar
- Vocabulary
- The relationship of language changes to social process
-

This module will be run with a minimum of 6 participants.

Fee: \$365.00 (incl. GST)

Date: By prior arrangement

USE OF COMMUNICATION TECHNOLOGY IN BUSINESS PRACTICE

3 Hours

Computers and communication technologies are an essential tool for Interpreters and Translators. This module provides an introduction to the many tools that are employed by interpreters and translators today. We will discuss topics such as:

- Identifying and assessing which tools will best meet your needs
- Identifying the appropriate training for using these tools effectively
- Internet, telephone, email, Blackberry, mobiles, SMS – identifying what you need and where to start

*This module does not provide hands-on training for any specific technology

Fee: \$180.00 (incl. GST)

Date: By prior arrangement

IIA TERMS AND CONDITIONS

1. Full payment must accompany the registration form and must be received at least five (5) working days prior to the course start date.
2. You may cancel your course registration subject to the following conditions:
 - If notification is received in writing at the IIA office five (5) working days or more before the commencement of the course, the course fees will be refunded less a 15% administration fee.
 - If notification is received in writing at the IIA office less than five (5) working days before the commencement of the course, the course fees will be refunded less a 25% administration fee.
3. If you cancel on or after the commencement date of the course, no refund will be made.
4. IIA Training and Professional Development reserves the right to cancel or postpone a program to an alternate date. All registered participants affected by a cancellation/postponement will be offered the opportunity to transfer to the next available program.
5. Participants must complete each individual module/course within the scheduled timetable to qualify for a **Certificate of Attendance**.
6. Fees include GST.

Declaration:

I have read and understood the course terms and conditions.

Signature:

Date: _____

REGISTRATION/PAYMENT FORM

FACSIMILE: (03) 9830 4198

Name			
Address			
	State		Postcode
Telephone	()	Mobile	
Fax			
Email			

NAATI Number (if applicable): _____

I wish to register in the following courses/workshops:

Tick	Course/Program name	Cost
<input type="checkbox"/>	Introduction to Translation & Interpreting	\$345.00
<input type="checkbox"/>	Insight into Interpreting in Australia	\$345.00
<input type="checkbox"/>	Insight into Translation Theory & Practice in Australia	\$345.00
<input type="checkbox"/>	Listening and Comprehension skills	\$180.00
<input type="checkbox"/>	Memory Retention and Note Taking skills	\$220.00
<input type="checkbox"/>	Research Skills	\$176.00
<input type="checkbox"/>	Note taking in Consecutive Interpreting	\$175.00
<input type="checkbox"/>	Ethics and Professional Aspects	\$182.60
<input type="checkbox"/>	Dialogue & Consecutive Interpreting	\$200.00
<input type="checkbox"/>	Translation Techniques	\$250.00
<input type="checkbox"/>	Linguistics for Interpreters and Translators	\$365.00
<input type="checkbox"/>	Small Business Skills	\$199.00
<input type="checkbox"/>	Use of Communication Technology in Business Practice	\$180.00
<input type="checkbox"/>	Telephone Interpreting Techniques	\$200.00
<input type="checkbox"/>	Contextual Studies	\$170.00
<input type="checkbox"/>	English Language Consolidation	\$166.00
<input type="checkbox"/>	Use of CAT tools – Wordfast or Trados for beginners	\$310.00

PAYMENT DETAILS

Please make your electronic funds transfer/or cash payment to:

Name of Bank Account: Language Experts Pty Ltd
Name of Bank: ANZ Banking Group Ltd
BSB No. 013250
Account No. 498439765

Signature: _____ Date: _____

Copyright © Language Experts Pty Ltd 2011

This publication is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced, copied, scanned, stored in a retrieval system, recorded, or transmitted, in any form or by any means, without the prior written permission of the publisher.

This edition published in January 2012.



CREATING FUTURE POSSIBILITIES

International Interpreting Agency

www.languageexperts.com.au

Phone: 1300 738 408
+61 3 9830 4188
Fax: +61 3 9830 4188

Email: training@languageexperts.com.au