



NAATI Recognition

Information Booklet

This booklet has been developed to assist applicants wishing to obtain NAATI recognition as a translator and/or interpreter. It provides an introduction to the process involved and will help you complete your application

You should read this booklet carefully before making any application.

What is NAATI?

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

NAATI's Purpose

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.

NAATI credentialing provides quality assurance to the clients of translators and interpreters and gives credibility to agencies that employ practitioners who are credentialed appropriately.

About NAATI

The National Accreditation Authority for Translators and Interpreters Ltd (trading as NAATI) is incorporated in Australia under the *Corporations Act 2001*. The company is owned jointly by the Commonwealth, State and Territory governments and is governed by a board of directors, who are appointed by the owners. NAATI's main business activities are providing accreditation and other credentialing services for translators and interpreters and related activities. NAATI services are available through offices in every State and Territory of Australia and in New Zealand. The National Office is in Canberra.

NAATI RECOGNITION

Recognition as a translator may be obtained in either direction, LOTE into English or English, and as an interpreter in both directions. Recognition is granted on the basis of a direct application to NAATI with the required evidence and paperwork.

Recognition is an acknowledgement that at the time of the award the candidate had recent and regular experience as a translator and/or interpreter, but no level of proficiency is specified.

Recognition is **only** granted in languages of very low community demand for which NAATI **does not** offer accreditation testing.

Should the demand for the services of translators and interpreters in a recognised language increase to a level where there is a sufficient demand for accredited translators or interpreters, NAATI will establish testing and accredit practitioners.

What languages can I be recognised in?

Recognition is available in **any** language in which NAATI **does not** offer accreditation testing. Currently accreditation testing **is available** in the following languages:

Albanian	Dutch	Macedonian	Sinhalese
Amharic	Filipino	Malay	Slovak*
Arabic	Finnish	Mandarin	Somali
Armenian	French	Maltese*	Spanish
Assyrian*	German	Nepali*	Swahili*
Auslan	Greek	Nuer*	Tamil
Bangla	Hakka (Chinese)	Oromo*	Tetum
Bosnian	Hazaragi*	Persian	Thai
Bulgarian	Hindi	Polish	Tigrinya
Burmese	Hungarian	Portuguese	Tongan
Cantonese	Indonesian	Punjabi	Turkish
Chinese	Italian	Pushto	Ukrainian
Croatian	Japanese	Romanian	Urdu
Czech	Khmer	Russian	Vietnamese
Dari	Korean	Samoan	
Dinka*	Lao	Serbian	

* Recognition will be available for these languages until at least 1/1/2016 as Paraprofessional accreditation testing has only recently been introduced.

* Recognition may be able to granted for this language. Please contact NAATI if you wish to apply for Recognition

Recognition can be applied for if your language does not appear on this list. If you have any questions about whether a language is available for recognition please contact NAATI directly.

RECOGNITION PROCESS

Stage	Timeframe	Process output
Application made		
↓	5-7 days	
Payment processed and application acknowledged		Notification of your unique NAATI number and receipt
↓	2-4 weeks	
Application processed		Letter advising of assessment decision

If there are problems with your application, NAATI will contact you as soon as possible. If your assessment is successful you will receive a letter of recognition. All letters are sent by ordinary post.

ASSESSMENT CRITERIA

Applications for recognition are made using Form R 'Application for Recognition' and requires evidence in **ALL** three of the following criteria. Once an application is submitted you have six months to show that you meet all of these criteria – if you are not able to do this within a six month period your application will be assessed as being unsuccessful.

1. Proficiency in English

As demonstrated by:

- An overall score of at least 5.5 (general) on the IELTS test with individual scores of at least 6.0 for reading and writing if recognition is being applied for as a translator and/or scores of at least 6.0 in speaking and listening if recognition is being applied for as an interpreter;
- At least the equivalent to the above IELTS scores in any other NAATI recognised English proficiency test;
- NAATI accreditation:
 - (a) in any language at the Paraprofessional level or above
 - (b) in the same skill(s) (either translating or interpreting) in which you are applying for recognition
- NAATI Recognition in any language, obtained post 1 July 2006; OR
- Evidence that the applicant has completed the majority of their primary and secondary education (up to year 12) in Australia or another country where English is an official language. The evidence must show the number of years completed (not just that education to a particular year, Year 12 for example, has been completed).

Please note NAATI **does not** accept any other qualification (**including Certificate levels I,II, III, IV in English language, Degrees or Diplomas from Australia or another country**) as evidence of proficiency in English for recognition purposes.

2. Completion of a short training course:

For Recognition to be granted candidates must complete the either:

- NAATI online course 'Introduction to Interpreting'
- an equivalent course or workshop program recognised by NAATI

Applicants holding a NAATI accreditation in the same skill (translating or interpreting) as the recognitions are applied for may be granted exemption to this requirement. Examples of equivalent courses or workshop programs recognised by NAATI may include:

- Completion of NIP Workshop
- T & I courses offered by tertiary institutions.
- NAATI accreditation gained through successful completion of a NAATI approved course.

If you are unsure of whether a course or workshop program will meet NAATI's criteria please contact the NAATI National Office. NAATI Test Preparation Workshops do not meet this requirement for completion of a short training course and cannot be used for recognition purposes. The training course or workshop program should be completed prior to submitting an application, in which case the evidence of completion needs to be included with the application form.

3. Work experience

As demonstrated by at least two work referee reports with:

- At least one reference from a Translation and/or Interpreting service provider, where the candidate has been contracted, employed or engaged in translation or interpreting duties for at least three months
- Each reference demonstrating that the candidate has completed some work in the language and skill for which they are applying for Recognition.
- Each reference demonstrating that the work experience is current and ongoing
- Each reference in the format stipulated in the application form.

Please note NAATI will consider reference letters from organisations, including volunteer organisations, as long as the reference clearly indicates:

- 1) Language(s) the work experience is in
- 2) Length of employment or work relationship
- 3) Regularity of work
- 4) Clear indication of whether the work is translating and/or interpreting

Any reference letter must be on the organisation's letterhead and signed and dated by an individual authorised to provide this reference on behalf of the organisation.

CERTIFIED COPIES OF DOCUMENTS

You may be required to provide certified true copies of documents as part of the application process. This means that an individual authorised to do so in your country must certify any copies of original documents as true copies.

Where documents are not in English, you must provide a certified copy of the original language document and an English translation carried out by either an appropriately NAATI accredited translator or a translator authorised to perform such a translation in your country of origin. The signature, name, status and contact details of the translator must be provided on the English language version.

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

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

It is recommended that you do not send original documents as NAATI does not return these.

Applications for skills assessments will be delayed if documents are not certified properly.

Please note that;

1. Certified copies of an already certified document (that is, a copy of a copy) will not be accepted.
2. Certification should appear on each page of the document and should show:
 - a. the signature of the person certifying the document
 - b. the name of the person certifying the document clearly printed or evident in an official stamp
 - c. the contact details of the person certifying the document. This may be a business address, telephone number or e-mail address.
 - d. where possible, an official stamp indicating the occupation/position of the person certifying the document.
3. The following classes of person are authorised to certify copies of documents:
 - a. NAATI staff member (Australia only)
 - b. An officer of an Australian Diplomatic Post
 - c. A Notary Public authorised in the country of the application
 - d. A Commissioner of Oaths (Declarations) authorised in the country of the application
 - e. A Solicitor, Barrister or Judge authorised in Australia or the country of the application. (note each page must be signed and it will not be acceptable for the name of a law firm to appear in lieu of the actual name and signature of the person certifying your document)
 - f. A Justice of the Peace authorised in Australia or the country of the application.

Assessment of your application **will not proceed** if you submit copies of documents where the person certifying the copy is not one of those listed or where the above requirements are not met.

NAATI PRIVACY POLICY

NAATI is committed to protecting the privacy of personal information. Personal Information collected by NAATI, like other agencies operating in Australia, is protected by the Privacy Act 1988 and associated legislation. NAATI adheres to the National Privacy Principles contained with the Privacy Act 1988 which regulate how organisations may collect, use, disclose and store personal information and how individuals may access and correct personal information held about them.

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

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

For more information please see http://www.naati.com.au/PDF/Misc/Privacy_Policy.pdf