PD for Translators and Interpreters

Explanations and guidance to record keeping

PD – What is it?

• PD = Continuous Professional Development
• CPD = Continuous Professional Development
• Related expressions: self-improvement, constant honing of skills, skills maintenance and lifelong learning
How do you learn?

• By attending events such as workshops, lectures, presentations at PD sessions, conferences, seminars and webinars

• By keeping in touch with the living language; i.e. reading newspapers and magazines, watching films and spending time in the country where the practitioner’s working language - the language other than English (LOTE) - is spoken

• By being involved in the community life of the translating and interpreting (T&I) profession.

What counts as a PD activity?

Everything that makes you a better T/I

• Developing both LOTE and English language skills

• Techniques and technology
  E.g.: software, internet search techniques, interpreting techniques, voice maintenance, stress management

• Business skills

• Theoretical studies
  E.g.: linguistics, translation theory, T&I industry

• An active presence in the professional community
  E.g.: fostering ethical practice and helping colleagues through mentoring, volunteering in an association
Where do I find PD resources?

Workshops, lectures, presentations, conferences, seminars and webinars are organised by various institutions, associations and workplaces all the time, and you can claim points for attending

A list of the most relevant current PD events is available at www.ticpd.com.

PD points – what are they?

PD Points are credits awarded for professional development activities

• NAATI requires practitioners to collect 120 points over three years to be eligible for the revalidation of their accreditation

• AUSIT requires members to collect 120 PD points over three years in order to retain the status of full member
How are points allocated for events? How many points is an event worth?

Neither AUSIT nor NAATI allocate points to particular specific events and activities.

They have determined:
- the range of relevant types of activities; and
- the range of points that those types of activities attract.

T/Is must maintain a logbook to record their own activities. Points follow from there.
Points are allocated based on general categories of PD activity. For example a 2 hours long workshop on the ethics of the profession is worth 10 points. See the PD Logbook for more information.

How do T/Is account for points?

• Translators and interpreters enter their points claim after completing or attending a PD event
• Visit [www.ticpd.com](http://www.ticpd.com) and follow the instructions
• For you own records, keep a copy of the logbook and the evidence for your claim
What can I claim?

Any activities that make you a better translator and/or interpreter:

- Maintaining LOTE and keeping up with cultural changes in the country(ies) of your working language(s)
- Perfecting English
- Techniques and technology of the profession
- Theoretical knowledge, ethics and conduct
- Business skills
- Participation in the T/I community
- Sharpening and deepening knowledge in the field of specialisation: medical, legal, civil engineering for example

Language maintenance

Keeping up with the changes as they occur within the relevant speech communities in the constantly evolving language and culture.

Many forms of learning are rewarded with PD points, such as daily contact with the language through reading books, newspapers and magazines, watching films, involvement with LOTE community organisations, visiting countries where LOTE is spoken.
English language skills enhancement

Vocabulary - terminology development, grammar clinics and practice sessions targeting conventions in style (correct usage of English)

Ethical issues

Attendance of workshops and seminars conducted by hospital language services and other agencies will get you points, as well as those PD events organised by AUSIT, ASLIA, WAITI or any other relevant association.
Techniques and technology

• Note-taking, simultaneous interpreting

• Information technology: using word processing, desktop publishing and similar software, CAT tools and the internet. Progressing through introductory, beginners, intermediate, advanced and expert levels.

• All kinds of courses and workshops are acceptable for credit points, not only those conducted by AUSIT or ASLIA or WAITI or any other association. Acquisition of same skills through private learning is also credited, provided there is sufficient evidence, such as an attendance or qualification certificate including an indication of material studied and levels achieved.

Business skills

• For sole traders: business management, marketing, bookkeeping, taxation, insurance and price-setting issues, etc.

• ATO, TAFE and state government small business advisory bodies conduct workshops of this kind. Participation in these is rewarded with credit points.
Evidence

Most event organisers require participants to register. A record of registration is deemed sufficient evidence of attendance for AUSIT. However NAATI will require further proof of attendance.

For self-directed learning activities, please describe in a short note the material you have studied and the target/s you achieved.

How do I keep evidence?

• Use the same system as with tax-returns: keep receipts for fees and certificates of attendance
• Print out and keep emails when returning virtual lecture room verification
• If in doubt, ask
• Keep evidence for at least four years