

**LANGUAGE EXPERTS**

**SHORT COURSES PROGRAM**

**©Legal and Court Interpreter/Translator Course**

**Professional Development and Revalidation Training for Interpreters**

**MELBOURNE**

**Saturday, 3 August 2019**

**And**

**Saturday, 31 August 2019**

**COURSE OVERVIEW/ TARGET GROUPS**

The Short Courses Program is a professional development and revalidation program for Translators and Interpreters delivered by Language Experts.

The objectives of the Program are to provide training opportunities, through its Introductory and Specialised Courses for:

* accredited practitioners to gain specialised skills and knowledge to effectively deliver language services in specific industry sectors.
* recent graduates or newly accredited practitioners of translation and interpreting to improve their confidence and work-readiness in making the transition into practice;
* persons who have little or no experience in interpreting and translation including speakers of new and emerging languages and would like to learn basic skills of interpreting and translation with the goal of sitting an examination and.
* persons who need to fulfil their NAATI revalidation requirements

The Course provides professional development training focusing on professional ethics and interpreting and translation skills both generally and in the context of health, legal, immigration, education and public welfare sectors. Language specific training will be offered separately depending on demand.

The Short Courses are delivered during the working week, after hours and on weekends to suit the preferences of the target group. Training is conducted in English with speakers of different languages studying in the same class.

**All Courses attract 40 professional development (PD) points for Recertification purposes.**

**Legal and Court Interpreting**

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|  | This is a Specialised Course that provides participants with an overview of the complex and diverse Victorian legal system, emphasising the areas in which interpreters are most often engaged. The Course provides legal vocabulary development and explores the role of the legal interpreter, ethical, cultural and other issues and barriers to effective interpreting.  The Course provides direct industry input from practitioners and guest speakers, enhancing experiential learning. Participants are equipped with the skills and tools to perform in a professional manner and incorporate the code of conduct in their practice. |

The Course is delivered by accredited experienced practitioners. They hold relevant training qualifications and experience in education and training. Service sector experts may be engaged as guest presenters to provide participants with added contextual knowledge.

This 25 hour short course is held over 2 days and consists of 15 hours of face-to-face learning activities (includes an Ethics and Professionalism Module 1 training via webinar) and 10 hours of online/homework activities.

**Participants are eligible to receive a Certificate of Attendance on successful completion of the Short Course and webinar for a fee of $50.00 per Certificate payable in advance.**

Participants also obtain the following professional development points for their NAATI Revalidation:

1. **40 points for 1.4 of Recertification Logbook**
2. **10 points for 2.20 of Recertification Logbook for the Ethics Webinar**

To register for this Course, please complete the **Registration Form** by the due date.

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|  | **LANGUAGE EXPERTS** |  |

**REGISTRATION FORM / TAX INVOICE**

ABN 32120992476

**Saturday, 3 August and 31 August 2019**

**(**10:00am to 4:00pm)

**Camberwell Library, 340 Camberwell Road, Camberwell, Victoria**

|  |  |  |
| --- | --- | --- |
| Attendee Name: | | NAATI No.: |
| Address: | | Suburb: |
| State: | Postcode: | Email: |
| Telephone: ( ) | | Mobile: |
| Fax: | | Language(s): |

**I wish to register in the following ON-SITE Specialised Short Course**

|  |  |  |
| --- | --- | --- |
| **Tick** | **Course/Module Name** | **Cost** |
|  | ©Legal and Court Interpreting Course Day 1 | $ 280.00 (GST inclusive) per day |
|  | ©Legal and Court Interpreting Course Day 2 | $ 280.00 (GST inclusive) per day |
|  | ©Legal & Court Interpreting Course Day 1 and 2 (early bird price ) | $540.00 (GST inclusive) for both days |

**\* Reason/s for registration in the Course:**

❑ Up-coming paraprofessional Interpreter test ❑ Recognition application

❑ Up-coming professional Interpreter test ❑ Continuing professional development (CPD)

❑ Up-coming professional Translator test ❑ Revalidation

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| --- | --- |
| **PAYMENT DETAILS** - Please make your electronic funds transfer (EFT) or cash payment to: | |
| Name of Bank Account:  Name of Bank:  BSB No.  Account No. | **Language Experts Pty Ltd**  **ANZ Banking Group Ltd**  **013247**  **498439765** |
| **Additional information required** | |
| 1. Ensure your name appears on the EFT transaction.  2. Attach a copy/scan of your transaction receipt to your registration form. | |

**Terms and Conditions**:

1. Registration form and payment receipt form must be received by due date.
2. You may cancel your Short Course registration subject to the following conditions:

* If notification is received in writing at the Language Experts office ten (10) working days or more before the commencement of the Short Course, the Short Course fees will be refunded less a 25% administration fee.
* If notification is received in writing at the Language Experts office less than ten (10) working days before the commencement of the Short Course, the Short Course fees will be refunded less a 50% administration fee.

1. If you cancel 5 days prior, or on the day of the commencement date of the Short Course, no refund will be made.
2. Language Experts reserves the right to cancel or postpone a Course to alternate date. All registered participants affected by a cancellation/postponement will be offered the opportunity to transfer to the next available program.
3. Participants must complete each individual module/Course within the scheduled timetable to qualify for a Certificate of Attendance/Participation for a small fee per Certificate plus postage and handling payable in advance.
4. Fees include GST.

***Declaration:*** I have read, understood and accept these terms and conditions.

Signature: ­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Note: | * Once paid, this registration form is recognised by the Australian Taxation Office (ATO) as a compliant tax invoice. * Self-education expenses may be eligible for tax deductions. Please retain a copy of this Registration Form/Tax Invoice. |



**LANGUAGE EXPERTS**

[www.interpreterrevalidationtraining.com](http://www.languageexperts.com.au)

PO Box 1058, Camberwell Vic 3124

Phone: + 61 3 9830 4188

Email: [training@languageexperts.com.au](mailto:training@languageexperts.com.au)

**Testimonials**

“Thank you for your (webinar) training. I felt you are very experienced and knowledgeable in interpreting. I wish I could have more time to learn deeper and practice my interpreting skills with you” says Yumiko Smith Japanese Interpreter) form Cairns Queensland- April 2015

“Thanks for the webinar session on Ethics and Professionalism. It was very helpful and full of information. I actually learnt a lot from the session in terms of how to deal with ethical dilemmas”, Jiawen Boudville

“Courses of this type help the interpreters to widen their knowledge and to share their experiences”

“I really enjoyed the workshop, learnt a lot of information in general. It is worth it. I loved it.”

“Thank you very much for allowing this opportunity.”

“I would just like to thank you both, for the presence of energy, knowledge, interesting issues,

discussions and dynamic speakers that were there throughout the course; all of which had certainly enhanced my personal PD immensely.”

“What made it even better was that I actually enjoyed myself! I look forward to coming back

for more in the future.”

***CREATING FUTURE POSSIBILITIES***

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