



34 South Terrace

Adelaide

5000

Ph: 08 7226 5936

Email: [info@factadelaide.com](mailto:info@factadelaide.com)

#### TRANSLATOR POLICY

This policy is designed to inform students undertaking training at First Aid Certification and Training. This policy outlines the rights of the students and the duties of the Staff at First Aid Certification and Training.

FACT Policy 20

WHAT DETERMINES A TRANSLATOR .....3

WHO IS PERMITTED TO TRANSLATE .....3

ATTENDENCE AND NOTIFICATION .....3

ASSISTANCE PROVIDED .....3

## WHAT DETERMINES A TRANSLATOR

A translator is determined as a person who translates from one language into another to assist with communication whether verbal and/or written.

## WHO IS PERMITTED TO TRANSLATE

FACT Adelaide can only accept NAATI <sup>1</sup> registered translators. Friends and/or family members cannot be accepted. A NAATI translator has undergone certification which is necessary to allow non-anglophone participants the tools necessary to pass. As certification is awarded at the end of our courses, we need to ensure all information is relayed as required by law.

*<sup>1</sup> National Accreditation Authority for Translators and Interpreters – they are the national standards and certifying body for translators and interpreters in Australia.*

## ATTENDANCE AND NOTIFICATION

Our classrooms have a capacity limit, which means it is necessary to notify our staff where a translator is attending so we can ensure the space is reserved. We do not charge the translator to attend, nor do we charge our students for the extra space in the classroom. The translator will charge a service fee that is independent of FACT Adelaide.

Translators will be required to produce identification of accreditation when requested. We have regular translators that attend our courses which we can provide contact information for when prompted.

## ASSISTANCE PROVIDED

Support during the course is individualised depending on the training course itself. Translators will be provided with paperwork completed in English to increase ability to support student during the course duration.

Where required, Translators may also be required to support students with enrolment and payment for course. Regular translator attendees will be offered training at no cost to better equip them for ongoing translating during our courses.