



Chiropractors Board of Queensland



Dental Board of Queensland



Dental Technicians and Dental Prosthetists Board of Queensland



Medical Radiation Technologists Board of Queensland



Occupational Therapists Board of Queensland



Optometrists Board of Queensland



Osteopaths Board of Queensland



Pharmacists Board of Queensland



Physiotherapists Board of Queensland



Podiatrists Board of Queensland



Psychologists Board of Queensland



Speech Pathologists Board of Queensland

Policy and Procedure: Translation of documents

1.0 Purpose and scope of policy

- 1.1 The purpose of this policy is to:
- Define the Boards' standard for accepting documents in languages other than English; and
 - Provide applicants and translators with information to assist with meeting the Boards' translation standards.
- 1.2 This policy deals with document translation requirements to ensure that the Boards receive documentation that is complete and sufficiently transparent to allow for an adequate assessment.
- 1.3 This policy does not apply to Certificates of Registration Status or equivalent documents (see policy *Certificates of Registration Status*).

2.0 Introduction and relevant legislation

- 2.1 The Boards maintain quality standards for accepting documents. To enhance quality assurance, the Boards require all non-English documents submitted in support of an application to be accompanied by an English translation, in accordance with the requirements set out in paragraph 4.0.

3.0 Definitions

- 3.1 Translation is the written transfer of information from one language into another language.

4.0 Requirements and guidelines for document translation

- 4.1 Any document in a language other than English that is required by the Boards in support of applications must be accompanied by an English translation. Such documents include, but are not limited to, proof of identity documents and proof of qualification(s) documents.
- 4.2 If the documents are translated in Australia, the translator must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) – www.naati.com.au. The Australian Institute for Interpreters and Translators (AUSIT) Directory of Translators provide a current list of qualified, active AUSIT members who have NAATI accreditation in translating – www.ausit.org.
- 4.3 If the documents are translated in a country outside Australia, the translator must be approved by the authorities in the country where the translation is made. The International Federation of Translators (IFT) – www.fit-ift.org – provide a list of translation associations, some approved by authorities to provide certified translations. The

Translation of documents

Australian Embassy, High Commission or Consulate in the country where the translation is made should be contacted if uncertain.

- 4.4 If, in the Boards' opinion, the translation provided under paragraph 4.3 is incomplete or inaccurate, the Boards will request the applicant to provide translations completed by a translator accredited by NAATI.
- 4.5 Translations prepared by persons *familiar* with the language of origin, including relatives, friends, acquaintances or other volunteer agencies, are **NOT** acceptable.
- 4.6 Translators require original or a notarised photocopy of the documents, which must be clearly legible, for translation.
- 4.7 The translator must include an original signed statement indicating that the translation is accurate and the translator belongs to a certified organization. The statement must include the translator's identification number or seal (or both on **every page**), printed name, address, and telephone number.
- 4.8 Once translated, certified/notarised copies of the translated documents and the documents in the original language must be submitted to the Boards with the application, attached to the translator's **original signed statement** in English.

5.0 Requirements for evidence of qualifications

- 5.1 'Extract translations' of degrees, diplomas, certificates and transcripts are **not** acceptable. The Board requires a full translation of these documents.

6.0 Fees

- 6.1 Applicants are responsible for covering all costs for the translation of documents. NAATI operates on a fee-for-service basis.

7.0 Exemptions

- 7.1 There are no exemptions to this policy.

8.0 Timeframes

- 8.1 If English translation(s) is required but are not received, or do not meet the requirements detailed above, the Board will forward a letter of incomplete application to the applicant outlining the further information required. No further processing of the application will occur until the outstanding information is provided. (See policy *Incomplete* applications.)

9.0 Policy review

- 9.1 This policy will be reviewed annually from the date of endorsement, with amendments to be proposed to Boards as required.
- 9.2 The Director, Registration Services Program will be responsible for conducting the review of the policy and recommending amendments to the Boards.

Commencement date: 1 July 2009
Review date: July 2010