

To register, please complete the registration form and enclose your payment.
Register by Fax: 02 9283 5754 or Online: www.sydneylanguagesolutions.com.au/enrol-online

STUDENT DETAILS:

First Name:
 Last Name:.....
 Gender: Female / Male
 Date of Birth (dd/mm/yyyy):.....
 Address:.....
 Suburb.....State.....Postcode.....
 Phone:.....Mobile Phone.....
 Email:.....
 Country of Birth:.....
 Emergency Contact Details:
 Phone:.....Mobile Phone.....
 Email:.....

Nationality:.....
 Purpose of studying:.....

Language Direction (From English to:)

- Korean Japanese Mandarin
 Hindi Indonesian Spanish
 Thai Vietnamese

Level of Translation:

- Paraprofessional Professional

First Attempt?

Yes Previous Score:
 No

IELTS BAND: R L W S

PAYMENT OPTIONS: Please tick method of payment and complete where required

- Direct Deposit:**
 Sydney Language Solutions PTY LTD
 BSB: 112-879 Account No: 429507411
 (Please quote your name)
- Paypal** (Online enrolment only)
- Cash at the office**
- Credit card:** Please debit the total amount from my
 Master Card Visa
- Card No:
- Expiry Date: CSV:

Signature:

COURSE DETAILS:

Starting Date :.....
 Course Fee \$450

TERMS AND CONDITIONS

Enrolment Conditions

By submitting this Enrolment Form, you offer and agree to purchase a particular course or service for the price specified on Sydney Language Solutions Web Site at the time you enrol.

Payment and Cancellations:

Full payment is due at the time of enrolment and at least one week before the course starts. We cannot guarantee your place in any class until full payment has been made.

Advertised Dates and Times:

The advertised dates and times of courses may change. If there is change in the starting day, you will be informed via your nominated sms, email and telephone contact.

Cancellations and Refund Conditions:

Please choose your course carefully.

- If you cancel the course at least seven days notice before the commencement of the first session of the course, we will refund you with the deduction of \$25 administration fee.
- If you cancel the course less than seven days notice, no refunds will be available. However, we will arrange for you to study in the next available course (opening every fortnight) to suit your schedule.
- You are able to change courses up to 48 hours before the commencement of the course you are booked into. NO REFUND WILL BE PROVIDED.
- If you find yourself unable to complete a course, you may put your remaining classes on hold until a later date when you are able to complete it.

Transfers:

You may transfer to another class provided that:

- There are spaces available in another class
- There are enough 5 spaces in your class to maintain the class after you leave the current class.
- It is within the same term as the original enrolment.

Missing a class:

- If you know you will be unable to attend a class and would like to study with another class of the same level in the following week, you are required to give at least 1 week notice to the school.
- If you miss a class, we will do our best to put you in another class to make it up; however this is not always possible, especially with higher-level classes as a limited number of these classes run at any one time.

NO REFUND or credit note will be given to a class that you missed with less than 7 days notice in advance.

DECLARATION

We declare that the information supplied to Sydney Language Solutions of this application of enrolment is to the best of our understanding and belief.

We understand that the fees may increase and accept the liability for the payment of all fees as explained in this document, the Sydney Language Solutions brochure or website. I agree to abide by the Terms and Conditions as published and updated on the website from time to time.

Name.....Date:.....

Signature

NAATI Preparation Course

Who is the NAATI Test Preparation Course for?

The course will help prepare you for the NAATI Professional level test. This is a preparation course for people who never sits a NAATI Test before, or who have been unsuccessful in a NAATI Test in previous attempts, and who wish to improve their translation skills. The completion of this course does not help you to obtain the NAATI automatically. You still need to apply with NAATI at www.naati.com.au to do the test and only get qualified to work as a translator if you pass the test.

The course does not provide further language training in either English or in your native language (Language Other Than English e.g. Japanese, Korean). The assumption is that you already have competency in both languages.

We recommend you should only join this course if your current IELTS Score in Writing is at least 6.5 or 7 marks (in Academic Training). Students must spend at least 6 hours per week during the training period to finish your translation assignment.

WHICH DIRECTION?

Please note that this course only prepare you for the direction from English to your native language (LOTE) not the other direction.

COURSE DURATION:

Every course last 6 weeks, each weekly class lasts 3:30 hours from 2-5pm.
Total hour: 18 hours

COURSE FEE:

\$450 (including training materials, 18-hour class and marking fee for all 2 Practice Tests and 4 Assignments)

COURSE DATES:

Class starting at	Class finishing at	Total hours
Monday 21 - November 2 5:30pm	Monday 19 - December 2 5:30pm	5 weeks, 8 hours (final class is 4-hour long)
Monday 16 January 2 - 5pm	Monday 20 February 2 - 5pm	6 weeks, 18 hours

WHICH LANGUAGES ?

We can only provide the training in the following languages (as we have NAATI Translator markers in the following language only)

- * Korean
- * Indonesian
- * Thai
- * Japanese
- * Vietnamese
- * Spanish
- * Mandarin
- * Hindi

COURSE DETAILS :

Students will be provided with important theories, techniques and strategies to pass the NAATI Test in a NAATI Preparation Course.

These topics will be covered in the 6-week program

- Week 1: Ethics and standards in translation professions – Review some key grammatical points in English which may affect your translation.
- Week 2: Major translation techniques (in English) and examples of these translation technique (in your language)
- Week 3: Major translation techniques (in English) and examples of these translation technique (in your language) – CONTINUED
- Week 4: Translation process and possible errors (comprehension errors, linguistic errors, translation errors) in each process
- Week 5: All possible types of translation errors (explanation in English and examples of errors in your language)
- Week 6: Review and FAQs

What we will not cover

- We **did not train you in your language**; the teaching language will be in English. That means your classmates may learn to translate into a LOTE which is totally different from you.
- All your assignments will be done in your language, and you will receive feedback in writing in your assignment by a NAATI Translator in your language
- All the example and demonstrations will be in your languages, so you can easily understand the explanation of all types of possible errors in translation
- You are expected to have a very high level of competency in English as well as your language. We can only help you with the comprehension errors of the source text and the possible translation techniques to convey that sense of meaning. We cannot provide you with the grammatical and linguistic knowledge of your own native language.
- If you want to ask for further help from the NAATI Translator, you can book a telephone call to talk to him/her and she will explain to you at the fee of a language tutor (\$60 per hour)

ASSIGNMENT REQUIREMENT

During their 18-hour course (3 hours per week x 6 weeks or 3.45 hours per week x 5 weeks), students will also be provided with an opportunity to **sit 2 NAATI Practice Tests**, which have similar format with real NAATI Test, *from English to their native language* and **4 translation assignments** (approximately 100 words each).

The detailed assignment schedule will be follows:

1. Two Translation Assignments of about 150 words each will be done by students at the end of WEEK 1. These assignments will be marked and returned to students latest by WEEK 3.
2. Practice Test 1 will be done on WEEK 2 of the course. This Practice Test result will be returned to students in WEEK 4.
3. Two Translation Assignments will be done by students at the end of WEEK 3. These assignments will be marked and returned to students latest by WEEK 5.
4. Practice Test 1 will be done on WEEK 2 of the course. This Practice Test result will be returned to students in WEEK 6.

MARKING GUIDELINES:

- You will be taught and provided with a marking list displaying all common errors in translating with code (A, B, C, D, etc.) in all your lessons.
- All the errors will be marked in RED PEN directly on the students' translation using these codes, and tick off from the attached list displaying the errors students make. The NAATI examiner can give a very short suggestion for students to improve students' translation.

EXPECTED OUTCOME:

- Students know the ethics and professional requirement to work as a professional translator in Australia.
- Students understand some major techniques to convey one source text from one language to the target text in another language
- Students are provided with knowledge about common types of translation errors to avoid making them in NAATI Test.

FREQUENTLY ASKED QUESTIONS FOR NAATI PREPARATION COURSE

NAATI is the National Accreditation Authority for Translators and Interpreters

+ Does SLS provide training in NAATI preparation courses for interpreting?

At the moment we don't provide the training for interpreting, we only provide preparation courses and workshops for the translation test

+ Does the course focus more on translation theories or practical exercises to improve translation techniques?

The course time is divided equally between translation theories and practising translation skills. We believe that a sufficient knowledge of translation errors will help you to avoid these errors in translating and a good understanding of translating techniques will provide you with different tips and techniques to translate correctly.

+ Can I just submit my assignment for marking without attending class?

Yes, you can still submit the assignment for marking without attending class. The fee is \$350 for the marking of two NAATI Practice Mock Tests (which have a similar format as the real NAATI test) and four translation assignments from English to your native language. The assessors are NAATI-accredited. Please read our instructions carefully regarding the submission of your assignments and retaining your receipt.

+ Can I book the NAATI-accredited trainer to ask some questions if I only use the assignment marking package?

Yes, you can book the tutor for the fee of \$60 per hour to go through your essay (only available for Vietnamese, Chinese, Korean and Japanese at the moment).

+ Are the classes conducted in my native language?

In all cases, including your assignments, you will be asked to translate from English into your native language.

The amendments and comments on your assignment will be given by our NAATI-accredited assessors in English, that is to say, all the training will be in English.

However, in language-specific NAATI preparation courses, your trainer will also speak the same native language as you so that you will be able to get extra help if you are not sure of certain expressions in your own language. She/he will also suggest some alternative answers in your native language if there are any errors in your translation.

For example, in the Chinese NAATI preparation courses, most examples will be given in Chinese (your native language) and in the Vietnamese NAATI preparation courses, the examples of translation errors will be given in Vietnamese.

*** In General Language NAATI preparation courses for all languages that we may organise every two months (not the one specialised in one language) the examples of most translation errors will be given in different languages i.e. Arabic, Chinese, Korean, and Vietnamese

*** In General Language NAATI preparation courses, the trainers may not speak the same native language as you.

What level of language proficiency should I have?

You should have very advanced levels in both languages, not only in English comprehension but also in your native language.

+ Do I receive a certificate at the end of the course?

We don't issue a certificate or diploma which will help you with your visa application, but we do issue a Certificate of Participation. The aim of the course is to help you prepare for the actual NAATI test.

+ Why should I study with Sydney Language Solutions?

We are a translation company, so we can provide you with real translation techniques and experiences. We have a group of professional teachers who are NAATI-accredited. We design the mock tests and assignments to help you familiarise yourself with the exam structure. We provide precise and focused translation techniques, as well as supporting exercises and a vocabulary list to help you build up your translation skills. We are conveniently located in the Sydney CBD.

