LANGUAGE EXPERTS

Recertification / Professional Development

Short Courses Program

Saturday, 4 July 2020

Course Overview

Translation Techniques is part of the Short Courses Program for Translators. It is a one day course which includes 4 hours of face-to-face learning activities via webinar and 3 hours of online/homework activities.

This specialised Course delivered in English, introduces and discusses the various translation techniques required in the performance of written translations and includes many topics among which are what is translation, meaning based translations compared with literal translations and so on.

Participants are eligible to receive a <u>Certificate of Attendance</u> upon successful completion of this course for a small fee of $50.00 payable in advance.

Course Details

Date: Saturday, 4 July 2020

Time: Session 1: 09:30am to 11:30am AEST

                 Session 2: 12:00pm to 02:00pm AEST

Venue: Delivered via Webinar

Fee: $180.00 (including GST) if paid by 26 June 2020 otherwise full fee of $220.00 (including gst) if paid after 26 June 2020

To register for this Course, please complete the Registration Form below. Closing date for registration: **1 July 2020.**

(PD point value – 20 under 1.4 for Recertification)

REGISTRATION FORM / TAX INVOICE

ABN 32120992476

Translation Techniques Course via W E B I N A R on 4 July 2020

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

Course Name	Fee	Date	Venue
Translation Techniques Via Webinar (Certificate not included)	$180.00 (inc. GST) If paid by 20 June 2020 Otherwise full fees of $220.00 If paid after 20 June 2020	4 July 2020	Delivered Online via Webinar

* Reason for registration in the course(s)/program:

- ❑ Up-coming Paraprofessional Interpreter test
- ❑ Up-coming Professional Interpreter test
- ❑ Up-coming Professional Translator test
- ❑ Other: ....

- ❑ Recognition application
- ❑ Continuing Professional Development (CPD)
- ❑ Certification

PAYMENT DETAILS - Please make your electronic funds transfer (EFT) or cash payment to:	
Name of Bank Account:	**Language Experts Pty Ltd**
Name of Bank:	**ANZ Banking Group Ltd**
BSB No.	**013247**
Account No.	**498439765**

Language Experts Terms and Conditions:

1. Full payment must accompany the registration form.
2. You may cancel your course registration subject to the following conditions;
   * If notification is received in writing at the Language Experts office <u>ten (10) working days or more</u> before the commencement of the Course, the fees will be refunded less a 25% administration fee.
   * If notification is received in writing at the Language Experts office <u>less than ten (10) working days</u> before the commencement of the Course/Workshop, the course fees will be refunded less a 50 % administration fee.
3. If you cancel five (5) working days prior to, on or after the commencement of date of the course, no refund will be made.
4. 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. No refund will be made.
5. Participants must complete each individual module/course within the scheduled timetable to qualify for a **Certificate** of Attendance/Participation.
6. Fees include GST.

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

Signature: _____ Date: _____

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.

System Requirements

Please check to see that you meet the minimum system requirements and that you have the equipment you need before starting.

What equipment do I need to access my webinar?

All you need to start are the following:

- Windows or Mac computer
- Stable Internet connection (broadband is best)
- Microphone and speakers (built-in or USB headset)
- Most computers have built-in microphones and speakers, but you will get much better audio quality if you use a headset or handset. You can also make calls on your landline or mobile device.

Note: The web conference you are joining may be recorded

Before the Webinar

- We recommend that you access the webinar 10 minutes prior to the start time to gain familiarity with the system.
- Ensure you have the latest version of Flash (version 9 or above) installed on your computer.

Viewing the Webinar

- In your email Inbox on the day of the webinar, click the link to join the webinar at the allocated time.

Once you have joined the webinar you should be able to view the following:

- The PowerPoint presentation.
- The chat box on the bottom right side of your screen where you can ask questions to the presenter.
- Check that your microphone is OFF MUTE so that you can speak to the Presenter

Please note: If the host is yet to join the webinar, the screen will be greyed out until they attend.

Maximising your viewing

Full Screen Mode: Adjust the size of the slide show with the "Toggle Full Screen Mode" icon at the top of the screen.