

# Translated Documents Policy

*Acknowledgement: The ANZCP has used the Australian Health Practitioner Regulation Agency requirements for document translation in this policy, as described in the factsheet "Requirements for translating documents"<sup>1</sup>, as the basis for this policy.*

## PURPOSE AND APPLICATION

1. ANZCP processes may require Clinical Perfusionists or others to provide certain documents to the ANZCP. Where these documents are required for a formal purpose, such as an application for certification or in support of a complaint, documents supplied which are not in English are subject to the transcription requirements outlined in this Policy.
2. In this Policy, references to the ANZCP also cover all ANZCP subcommittees, and all other boards, committees, panels or bodies established by the ANZCP.

## WHO CAN TRANSCRIBE FOR THE PURPOSE OF THIS POLICY

3. If the documents are translated:
  - (a) within Australia or New Zealand, the translator must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI), [www.naati.org](http://www.naati.org). 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](http://www.ausit.org).
  - (b) 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](http://www.fit-ift.org) – provide a list of translation associations, some approved by authorities to provide certified translations.
4. In respect of countries outside of Australia, the Australian Embassy, High Commission or Consulate in the country where the translation is made should be contacted if uncertain.
5. The ANZCP may require, at any time, hard copies of documents supplied in accordance with this Policy.
6. If supplied the ANZCP determines, in its discretion, that the translation provided is incomplete or inaccurate, the ANZCP will request the applicant to provide translations completed by a translator accredited by NAATI, at the cost of the Clinical Perfusionist or other person supplying the document.

## UNACCEPTABLE TRANSLATIONS

7. Translations prepared by persons familiar with the language of origin, including relatives, friends, acquaintances or other volunteer agencies, are NOT acceptable.
8. 'Extract translations' of degrees, diplomas, certificates and transcripts are NOT acceptable. The ANZCP requires a full translation of these documents in line with this policy.

## REQUIREMENTS FOR TRANSLATIONS

9. Translators require original or a notarised photocopy of the documents, which must be clearly legible, for translation. Or, if the document has been received directly by ANZCP, the translator will receive a

<sup>1</sup> Accessed at <https://www.ahpra.gov.au/registration/registration-process/translating-documents.aspx> on 11 August 2023.

copy of the document via email from ANZCP.

10. The translator must include an original signed statement indicating that the translation is accurate and the translator belongs to an organisation that is approved in the country where the translation is made. The statement must include the translator's identification number or seal (or both on every page), printed name, address, and telephone number.
11. The original certified copy of the document used to prepare the translation along with the translation and original signed statement in English must be submitted with the application.

#### **DOCUMENTS SUPPLIED DIRECTLY TO ANZCP**

12. There may be circumstances where your supporting document is sent directly to the ANZCP and is not in English. Where ANZCP has directly received the document and has identified that it is required to be translated, they will contact the person for whom the document was supplied to them that the document has been received and that they are responsible for organising and paying for an appropriately accredited translator, as described in this Policy, to translate the document(s).

#### **TRANSLATOR INFORMATION TO BE PROVIDED TO ANZCP**

13. In providing a document translated in accordance with this Policy you must advise ANZCP of the following details of the translator to enable the translator's details to be verified:
  - (a) full name and email address; and
  - (b) suburb and postcode.
14. Once ANZCP has verified the translator, ANZCP will organise a copy of the document to be emailed directly to the translator. The translator will send a copy of the translated document back to AHPRA.

#### **FEEES**

15. The person providing the documents, or on whose behalf documents are provided, is responsible for covering all costs for the translation of documents. NAATI operates on a fee-for-service basis. If ANZCP is required to have a document translated, that person is responsible for covering all the associated costs, but will be advised beforehand of that need.