

EMPLOYMENT OPPORTUNITIES FOR NATIONAL ACCREDITATION AUTHORITY TRANSLATORS AND INTERPRETERS (NAATI)

The *Multicultural Language Services Guidelines for Tasmanian Government Agencies* require that when agencies obtain interpreting services they must engage credentialed interpreters as much as possible. Doing this provides confidence that the level of skill and quality of interpreting is appropriate.

This Guide covers employment opportunities available in interpreting and translating services nationally and in Tasmania.

The National Accreditation Authority for Translators and Interpreters (NAATI)

NAATI is the only body authorised to issue credentials for practitioners who wish to work in the interpreting or translating profession in Australia. NAATI services are available through offices in every state and territory of Australia.

A list of languages which NAATI provides credentials for can be found at www.naati.com.au

NAATI credentials may be obtained in five ways:

- passing a NAATI test;
- successful completion of a course of studies in translation and/or interpreting at an Australian institution as approved by NAATI;
- providing evidence of a specialised tertiary qualification in translation and/or interpreting obtained from an international educational institution;
- providing evidence of membership of a recognised international translating and/or interpreting professional association; and
- providing evidence of advanced standing in translating or interpreting.

More information is available at:

- Interpreter Job Guide at www.jobguide.thegoodguides.com.au/occupation/Interpreter/

Contact information

Website: www.naati.com.au

Telephone: 1300 557 470

Email: info@naati.com.au

Employment opportunities for interpreters and translators

Credentialed interpreting and translating professionals may work in a number of areas.

These include employment as a:

- Language interpreter in either a hospital or legal environment

- Auslan interpreter
- Linguist interpreter
- Translator

Interpreting and translating services

The following are some identified services that employ people with NAATI credentials to deliver translating and/or interpreting services. A service may be located in one state but use interpreters living in other states for phone interpreting.

Translating and Interpreting Service (TIS) National

The Translating and Interpreting Service (TIS) National is an interpreting service, provided by the Commonwealth Department of Immigration and Border Protection, for people who do not speak English and for the English speakers who need to communicate with them. The TIS website provides an overview of the recruitment process and gives information about becoming a TIS National Interpreter including an online [interpreter application form](http://www.tisnational.gov.au/interpreter-application-form).

Contact information

Website: <https://www.tisnational.gov.au/>

Telephone: 1300 132 621 (within Australia)

Email: interpreters@immi.gov.au

Postal address:

PO Box 241

MELBOURNE VIC 3001

Department of Human Services

The Department of Human Services has a range of communication needs. The department's Language Services Unit operates a Register of Interpreters and Translators. Interpreters and translators on the register are contracted on a needs-basis to provide translation services and interpreter services onsite, via telephone or video conferencing facilities. They provide services in over 200 languages.

The department needs NAATI accredited, interpreters and translators. To register your interest in working as an interpreter or translator

contact language.services@humanservices.gov.au with the following information:

- name;
- residential address and postal address if different;
- contact phone number;
- Australian residence status;
- whether you are interested in becoming an interpreter or translator;
- languages;
- level of NAATI accreditation; and
- interpreting or translation work experience.

For more information on becoming a department interpreter or translator, call the Language Services Coordinator for Tasmania on 07 3000 2890.

A number of interstate interpreting services also recruit credentialed interpreters for telephone interpreting across Australia.

Victoria Interpreting and Translating Services (VITS)

VITS is a Victorian Government Business Enterprise that provides professional translating and interpreting service for Federal and state government departments and agencies, non-profit and community based organisations, as well as small to large commercial entities and personal document translation for individuals. If you are interested in working as an interpreter with VITS, NAATI accreditation is required.

To apply, simply complete and submit a VITS Application form to:
Contractor.recruitment@vits.com.au with the following information:

- copy of your NAATI accreditation;
- copy of an Australian Police Check;
- copy of your Working with Children Check (optional); and
- your Australian Business Number (Please note: You must have a valid ABN in order to obtain work from VITS).

Please include any supporting documentation such as certificates, references, etc.

Contact information

Website: www.vits.com.au

General enquiries:

Telephone: 03 9280 1941

Facsimile: 03 9280 1970

Postal address:

Level 7, 620 Bourke Street
MELBOURNE VIC 3000

Community Relations Commission for a Multicultural NSW

The Community Relations Commission Language Services Unit provides comprehensive interpreting and translation services in 106 languages and dialects, including Auslan. Its interpreting services are available 24 hours a day, 7 days a week.

The Commission employs interpreters and translators in accordance with the accreditation standards determined by NAATI. Interpreters and translators are required to complete an orientation and an induction program before taking up employment.

The Commission offers onsite interpreting in a wide range of areas including legal matters, police investigations, community interviews, license testing, educational and health situations, workshops and seminars, as well as individual or client-group interviews.

Contact Information

Telephone: 1300 651 500

Facsimile: 02 8255 6711

TTY: 02 8255 6758

Street address:

Level 8, 175 Castlereagh Street
SYDNEY NSW 2000

Postal address:

PO Box A2618
SYDNEY SOUTH NSW 1235

Government of South Australia Interpreting and Translating Centre

The Interpreting and Translating Centre (ITC) is a South Australian Government agency business unit located within the Department of Communities and Social Inclusion.

ITC provide interpreters for face-to-face discussions, meetings, presentations, over the phone or even for conference.

ITC is always seeking accredited, recognised or suitably qualified casual interpreters and translators in a number of languages.

Prospective interpreters ideally should have their own transport, a mobile phone, broadband access to the Internet and be willing to travel intrastate and work outside of normal hours.

Applications will only be considered from Australian-based practitioners or persons with the right of abode in Australia.

Applicants for all casual interpreter or translator positions with ITC are required to lodge a written application and resume to:

The Manager Interpreting and Translating Centre
GPO Box 292
ADELAIDE SA 5001

Or by email to: itc@sa.gov.au

Contact Information

Website: <https://www.sa.gov.au/topics/education-skills-and-learning/general-information/interpreting-and-translating>.

Telephone: 1800 280 203

Street address:
Level 4, 44 Pirie Street
ADELAIDE SA 5000

Postal address:
GPO Box 292
ADELAIDE SA 5001

Ezispak

Ezispak is a technology company that provides effective interpreting solutions to empower organisations to communicate with non-English speaking consumers. It delivers on demand

access to interpreters in over 150 languages. Ezispak inducts its staff through:

- training, education and support in using their systems; and
- ongoing training in their products, client's services, market specific disciplines and technology.

Interested interpreters can download an [electronic ezispak™ – Interpreter Application form](#) and send it with the following documentation to Ezispak – Interpreting on Demand™:

- a copy of photo identification – for example, a driver's license or a passport;
- copies of documentation certificate or letter of accreditation;
- copies of documentation supporting any professional/tertiary qualifications you may have;
- certified copies of security clearances (National Police Check and/or Working with Children Check); and
- other documentation (ie CV).

Contact information

Website: <http://www.ezispak.com.au/>

Free call: 1800 263 989
Office: 03 8391 3015
Email: joinus@ezispak.com.au

Postal address:
PO Box 510
NORTH MELBOURNE VIC 3051

National Interpreting and Communication Services

National Interpreting and Communication Services (NICSS) is a national service that provides interpreters across Tasmania. It can provide Video Remote interpreting via Skype if an interpreter cannot be organized locally.

NICSS provide Auslan interpreters for any setting and use only NAATI accredited interpreters.

NICSS employs NAATI accredited interpreters and Deaf Interpreters (DI) who have either satisfied the criteria of the National Auslan Interpreter Booking Service (NAIBS) of NSW and Australian Sign Language Interpreters' Association (ASLIA) NABS/ASLIA DRI testing process and/or have certification via a state based DI training program. It provides ongoing training for their interpreters.

Interested interpreters in working with NICSS, please follow the appropriate link below:

[Register for Employment Sign Language Interpreters](#)

[Register for Employment Deaf Interpreters](#)

For queries or bookings, the office is open from 8.00 am to 6.00 pm (local time) Monday to Friday excluding all National Public Holidays.

Contact information

Website: www.nicss.org.au

FREE CALL: 1800 246 945

Facsimile: 1800 246 914

Email: bookings@nicss.org.au

Ethnic Interpreters & Translators

Ethnic Interpreters & Translators (I&T) provides interpreting and translating services to major government bodies and commercial organisations. I&T interpreters and translators are NAATI accredited and are on 24/7 standby services.

I&T is always looking for interpreters and translators in all languages. Recognised interested NAATI accreditors are encouraged to submit an application form with a CV and will be invited to an interview.

Click here for [Ethnic Interpreter & Translator Application Form](#).

Training will be given in relation to procedures, and responsibilities and role of contract practitioners and also provide Induction Training for clients.

Applications should be addressed to:
PO Box 1330 Parramatta CBD NSW 2124

Or by email to: admin@ethnic.com.au.

Applications can also be sent via fax to:
02 9635 0044.

All Graduates

All Graduates is a privately owned translation and interpreting agency specialising in providing services to government, community and corporations in Australia. It provides onsite, video and phone interpreting services and a full range of translation services.

All Graduates recruits interpreters and translators with accreditation or recognition in languages where this is available. In languages where formal testing of translating and interpreting competencies are not available by NAATI, previous experience and qualifications are considered.

Applications are invited from suitably qualified Casual Interpreter and Translators in more than 100 languages, to provide excellence in service delivery for a diverse range of clients. All Graduates provide a comprehensive induction training session for successful candidates.

For languages in which NAATI offers accreditation, applicants *must* provide certified copies of accreditation.

Contact information

FREECALL: 1300 854 799

Phone: 03 9605 3000

Email: admin@allgraduates.com.au

Translation Desk directly: 03 9605 3071

Melbourne - Head Office

Level 8, Suite 802
343 Lt Collins Street
MELBOURNE VIC 3000

Sydney Office

Level 1, The 'Karstens' Floor
111 Harrington Street
SYDNEY NSW 2000

OnCALL Interpreters

ONCALL Interpreter & Translators provide a full range of interpreting and translating services to public and private sector clients. It works in partnership with service industries, the public and private sectors, non-government organisations and community groups, across all regions and continents.

ONCALL provide On-site interpreting (face-to-face), Telephone Interpreting, Video Conference Interpreting, and Translation & Multicultural Desktop Publishing services. It also provides training in Cultural Awareness, Diversity and Working with Interpreters. It operates 7 days a week, 24 hours a day. Its head office is based in Melbourne.

ONCALL has expanded to include ONCALL Conference Interpreters & Translators as well as ONCALL Commercial Interpreters & Translators, to better cater for the specific, specialised, and diverse language needs of its business, corporate, and international trade oriented clients.

ONCALL is always looking for new interpreters and translators with recognised NAATI accreditation as the minimum qualification (for languages where testing is available).

ONCALL actively recruit for [these languages](#).

Priority is given to interpreters and translators with NAATI accreditation. Interested interpreters working in a new or emerging language that do not hold an accreditation or recognition (but have proven experience), are encouraged to apply.

Interested interpreters are required to complete an [Expression of Interest form](#) and return the form via [email](#). The following details should be provided:

- your details (eg name, location, right to work in Australia, etc.);
- your languages;
- your experience with interpreting and translating; and

- your qualifications and training (or your references if you're working in a new or emerging language).

If you're also expressing interest in working as a Translator, please attach a sample of your work.

Contact information

ONCALL is accessible by phone 24 hours a day, 7 days a week. Fax, email and enquiry forms are accessed Monday to Friday (9 am to 5 pm).

Translations

Telephone: 03 8807 2322

Facsimile: 03 8807 2339

Please [click here](#) to submit an enquiry form for Translation services.

Conference Interpreting

Phone: 1300 012 012

International +61 3 8807 2388

Facsimile: 03 8807 2339

Melbourne Office - (servicing VIC & TAS)

Telephone: 03 8807 2300

Facsimile: 03 9867 4472

Postal address:

Level 2, 150 Albert Road

SOUTH MELBOURNE VIC 3205

Operating hours:

Monday - Sunday: 24 hours a day.

Please [click here](#) to submit an enquiry form for Melbourne.

Sydney - (servicing NSW & ACT)

Telephone: 02 9280 1044

Facsimile: 02 9280 1047

Postal address:

Level 5, 301 Castlereagh Street

SYDNEY NSW 2000

Operating hours:
Monday – Friday: 8.00 am – 6.00 pm.

Please [click here](#) to submit an enquiry form for Sydney.

Brisbane, QLD

Telephone: 07 3018 0333

Facsimile: 07 3258 3849

Postal address:

Level 2, 7 O'Connell Terrace

BOWENS HILL QLD 4006

Operating hours:
Monday – Friday from 7.00 am – 6.00 pm.

Please [click here](#) to submit an enquiry form for Brisbane.

Adelaide (servicing SA & NT)

Telephone: 08 8410 5111
Facsimile: 08 8410 5999

Postal address:
Level 8, 118 King William Street
ADELAIDE SA 5000

Operating hours:
Monday – Friday from 8.00 am – 5.30 pm.

Please [click here](#) to submit an enquiry form for Adelaide.

Interpreting and Translating Services in Tasmania

Most Tasmanian translating and interpreting services are listed at Yellow pages online - www.yellowpages.com.au.

Hobart and Tasmania Interpreter Services

The national office of this service is in Melbourne, and provides interpreter services in Hobart and in other locations across Tasmania.

This service is looking for NAATI certified interpreters to provide services in Tasmania.

To qualify, you must be committed to superior service in every aspect. This includes your interpersonal skills, professionalism and most importantly your ability to be an effective interpreter.

Contact information

Melbourne: 03 9034 5299
Adelaide: 08 7070 6757
Sydney: 02 9119 2200
Brisbane: 07 3123 4887
Perth: 08 6365 4119
Canberra: 02 6171 0900

AMIGOS

AMIGOS is a Tasmanian-based service which offers expert interpreting, translating, teaching, guiding and multicultural consulting. The service covers the entire state. It operates 24 hours a day, 7 days a week. Services are provided for most scenarios including:

- health and medical;
- legal;
- business;
- personal; and
- educational scenarios.

If you are a multi-lingual individual in Tasmania and looking for contract work in the field of interpreting, translating or tour guiding, request an application package from AMIGOS. AMIGOS provide training to all their interpreters.

Contact information

Telephone: 03 6228 5480
Facsimile: 03 6228 2036
Email: amigostr@bigpond.net.au

Street address:
24 New Town Road
NEW TOWN TAS 7008
(located inside the Policy House complex).

Tasdeaf

Tasdeaf has a team of qualified Auslan interpreters who work on a casual basis to provide statewide interpreting services in Tasmania.

Tasdeaf interpreters are available to work in many settings, such as workplaces, meetings, legal, medical and other situations when there is a need for communication between a hearing person and a signing deaf person. Interpreter bookings for Tasmania are managed by Sign Language Communications Victoria under Vicdeaf.

Tasdeaf provides advocacy, interpreting services, Auslan classes, Deaf cultural awareness training and education to workplaces and community support services.

Contact information

Hobart Office

Telephone/TTY: 03 6228 1955
Facsimile: 03 6228 1966
Email: info@tasdeaf.org.au

Street address:
139 New Town Road
NEW TOWN TAS 7008

Launceston Office

Free call: 1800 982 212

Facsimile: 03 6331 4780

Email: info@tasdeaf.org.au

Street address:

64 Cameron Street

LAUNCESTON TAS 7250

All About Languages

All About Languages is based in Launceston and provides translating, interpreting and language training to organisations and individuals in more than 100 languages and dialects.

All About Languages can provide interpreters onsite, over the phone or using Skype, in most languages.

Interpreters are recruited and tested by All About Languages and are fully accredited. Their interpreters are based in Tasmania and Western Australia. If you are interested in becoming an interpreter for All About languages please direct your enquiries to:

Contact information

Telephone: 03 6344 7831

Email info@allaboutlanguages.com.au

Street address:

5 Garden Grove

LAUNCESTON TAS 7250

All World Languages

All World Languages is a Tasmanian Based service, with contacts around Australia and internationally. It provides the following services:

- interpreting and translating;
- foreign language courses;
- tour guiding;
- multicultural awareness courses; and
- creating contact points for other organisations.

Interpreters are recruited in accordance with NAATI accreditation standards and should provide two passport size photos and a resumé.

Contact information

Telephone: 03 6224 5355

Mobile: 0419 245 377 (emergency 24 hours)

Facsimile: 03 6224 5366

Email: awltas@allworldlanguages.com.au

Street address:

Commonwealth Building

Level 5/188 Collins Street

HOBART TAS 7000

Postal address:

GPO Box 111

HOBART TAS 7001

Australian Institute of Interpreters and Translators (AUSIT)

AUSIT is the national association for the translating and interpreting profession. AUSIT is committed to providing a forum for exchange, fostering the development of professional relationships with fellow translators and interpreters, agencies and language service users, government departments, tertiary institutions and other industry stakeholders, and promoting ethics and quality standards through the industry.

AUSIT holds events and training workshops throughout the year to provide members with the best opportunities to grow as translators and interpreters. This includes two signature events - the AUSIT National Biennial Conference and the AUSIT Excellence Awards.

The AUSIT online Directory can be accessed at www.ausit.org

Contact information

Website: www.ausit.org/

Telephone: 1800 284 181

Email: admin@ausit.org