

Terms of Employment of Interpreters Policy

1. Purpose

The *Terms of Employment of Interpreters Policy* outlines the minimum competency and accreditation requirements for Interpreters directly employed across the WA health system in accordance with the Industrial Instrument.

This Policy is a mandatory requirement under the *Employment Policy Framework* pursuant to section 26(2)(f) of the *Health Services Act 2016*.

This Policy supersedes *OD 0120/08 Terms of Employment of Interpreters*.

2. Applicability

This Policy is applicable to all Health Service Providers.

This Policy applies to Interpreters engaged directly on a full-time, part-time, permanent, fixed term or casual basis under the Industrial Instrument. It is not applicable for Interpreters engaged as an independent contractor or through an agency.

3. Policy requirements

3.1 Minimum competency and accreditation requirements

Health Service Providers must ensure their interpreters meet the following minimum competency and accreditation requirements:

Language Aid – Level 3

- demonstrated ability to provide a confidential, basic level interpreting service in the nominated language to be interpreted
- demonstrated ability to communicate effectively in English
- demonstrated ability to provide a basic interpreting service in a hospital or health related environment.

Health Service Providers are permitted to engage Language Aids where an accredited Interpreter is not available. Such instances include where new and emerging communities settle in WA and dialects spoken have not yet been formally accredited by the National Accreditation Authority for Translators and Interpreters or equivalent.

Interpreter – Level 4

Meets all the competency requirements for Level 3 and in addition meets the following:

- current National Accreditation Authority for Translators and Interpreters accreditation at Level 2 in interpreting in the nominated language or recognised equivalent
- demonstrated high level competency in interpreting in a nominated language
- demonstrated ability to provide an accurate, impartial and confidential interpreting service in a nominated language
- demonstrated fluency in both oral and written English and the nominated language to be interpreted
- demonstrated competence in medical interpreting.

Interpreter – Level 5

Meets all the competency requirements for Level 3 and Level 4 and in addition meets the following:

- current National Accreditation Authority for Translators and Interpreters accreditation at Level 3 in interpreting in a nominated language or recognised equivalent
- extensive work experience as an Interpreter
- demonstrated substantial experience in medical interpreting.

On each occasion an Interpreter is engaged, an assessment of prior experience and an appropriate determination of classification and of commencing salary within the applicable incremental range is required to be made.

3.2 Modes of engagement

Health Service Providers have discretion to not require casual Employees to remain at work when the task(s) for which they are engaged have been completed and there are no additional Interpreter duties required to be undertaken.

The salary and allowance rates applicable are provided by the Industrial Instrument.

Copies of the Industrial Instrument can be accessed on the [Awards and Agreements Library](#).

4. Compliance monitoring

Health Service Providers are responsible for ensuring consistent appointment of Interpreters across classification levels consistent with this Policy.

System-wide Industrial Relations also undertake activities to assure the System Manager that Health Service Providers are complying with this Policy. These compliance monitoring activities may include, but are not limited to:

- monitoring and evaluating the industrial relations environment, including trends, issues and disputes
- monitoring and evaluating compliance with the Policy by the Health Services Providers, which may include requesting audit reports into compliance with the Policy

- liaising with Health Service Providers, unions and other external stakeholders in relation to relevant issues and disputes. Any action taken will be commensurate to the associated level of system risk.

5. Related documents

The following documents are mandatory pursuant to this Policy:

- N/A

6. Supporting information

The following information is not mandatory but informs and/or supports the implementation of this Policy:

- N/A

7. Definitions

The following definition(s) are relevant to this Policy.

Term	Definition
Employee	An Employee as defined in section 6 of the <i>Health Services Act 2016</i> .
Industrial Instrument	The WA Health system – HSUWA – PACTS Industrial Agreement 2018 or its replacement.

8. Policy contact

Enquiries relating to this Policy may be directed to:

Title: Director, Systemwide Industrial Relations

Directorate: Governance and System Support

Email: SWIR.administration@health.wa.gov.au

9. Document control

Version	Published date	Effective from	Review date	Amendment(s)
MP 0149/20	23 December 2020	23 December 2020	December 2023	Original version
MP 0149/20 v1.1.	23 August 2022	23 December 2020	December 2023	Policy contact section amended from the Executive, Director Governance and System Support to Director, Systemwide Industrial Relations

10. Approval

Approval by	Nicole O'Keefe, Assistant Director General, Strategy and Governance Division, Department of Health
Approval date	22 December 2020

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