

These guidelines explain how to use the interpreter declaration form.

If you use the services of an interpreter to take a statement from a client during the injury management process, it is good practice to ask the interpreter to sign an Interpreter Declaration form.

Here is a sample of the interpreter declaration form:

I _____ (print name)
am accredited by the National Accreditation Authority for Translators and Interpreters
(NAATI) at the following level (please tick (✓) the level of accreditation you have obtained):

paraprofessional interpreter interpreter
 nil (not all languages are being tested and accredited by NAATI)

for English and _____ (state the language eg Italian).

I certify that I have interpreted accurately and to the best of my ability for
_____ (organisation's name) and
_____ (client's name) ON ____/____/____ (date: dd/mm/yyyy)
at _____ (the address where interpreting took place).

Signature _____ (please sign)

The interpreter declaration has been translated into the following community languages so that clients can receive a copy of the declaration in their preferred language.

Amharic	Arabic	Bosnian	Chinese	Filipino	Dari
Greek	Italian	Khmer	Kurdish	Persian (Farsi)	Polish
Punjabi	Pushtu	Russian	Serbian	Somali	Spanish
Tigrigna	Turkish	Vietnamese			

Before the interview

1. The Interpreter Declaration can be found on WorkCovers website, www.workcover.com or for Claims managers on Agent Net <http://businessapps/agent/agentnet/Communication/communication.htm>
2. The declaration has been formatted onto an A4 page in both English and each community language
3. Simply select the language you require and print that page onto your organisation's letterhead.

At the end of the interview

1. Ask the interpreter to sign the declaration form and explain to the client what you are requesting the interpreter to sign.
2. The interpreter should complete the blanks in both sections on the page - namely the English section and the community language.
3. Once the form is signed, make a copy for the client and place the original in the client's file.

For medical and other provider appointments

When an appointment is confirmed and approved the case manager should give the provider a copy of the declaration in the relevant language either via mail, fax or email. The provider should be asked to complete the form at the end of the interview, give a copy to the client and return the original to the case manager for the file.

More information...

- A useful reference is WorkCover's Interpreting and Translating Policy available from Agent Net or from www.workcover.com
- For any other questions please contact the Access and Equity Unit at WorkCover on 13 18 55, or email accessandequity@workcover.com