

HOW TO SUBMIT A TRANSLATION

REQUEST FOR YOUR KINDERGARTEN

**For funded kindergartens:**

Follow these steps to ensure the translation process runs smoothly and meets the Department of Education's [Use an interpreter in early childhood education services](https://www.vic.gov.au/use-interpreter-early-childhood-education-services) guidance.

**Step 1. Identify the Document Type and Word Limit:**

Determine the category of your document and ensure it adheres to the specified word limits:

* **Key item for newsletter**: 500 words maximum
* **Notice:** 750 words maximum
* **Information on the program:** 750 words maximum
* **Assessments of learning and development** 750 words maximum
* **Individual child goals/learning & development goals** - 500 words maximum

**Step 2. Use Plain English:**



Write the document in clear, straightforward language to facilitate accurate translation.

**Step 3. Format the Document Appropriately:**



Prepare the document in A4 size using Microsoft Word, ensuring it is in running text format without complex layouts or special formatting.

**Step 4. Complete the Translation Request Form:**



Fill out the Translation Request Form, providing all necessary details about the document and the translation requirements.

**Step 5. Submit the Document and Request Form:**

Submit your translation requests via the [All Graduates Client Booking Portal](https://bookings.allgraduates.com.au/%23/login).

**Step 6. Allow Sufficient Time for Processing:**

Submit your request at least 10 business days before the translation is needed to ensure timely completion.

**Step 7. Maintain Records:**



Keep a record of all translation requests, including copies of the original and translated documents, as well as correspondence related to the translation process.

**Questions?** For enquires on translation related matters,

contact us on 9605 3051 or email [de.translations@ allgraduates.com.au](mailto:de.translations@allgraduates.com.au)