



## 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 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](#).



#### 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)