Department of Education

Kindergarten Translation Request Form

Email: de.translations@allgraduates.com.au

Phone: 03 9605 3051

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| PLEASE COMPLETE ALL RELEVANT SECTIONS |
| Sender’s Name: |  |
| Kindergarten Name: |  |
| Email Address for Delivery: |  |
| Name of Contact Staff Member:(if different from sender) |  |
| Contact Phone Number: |  |
| PLEASE TICK ONE OF THE CATEGORIES | Maximum words per language(under credit line funding) | TICK ONE ONLY |
| 1. Key item for newsletter - Key items for newsletters should provide important information which is relevant to the whole kindergarten service.
 | 500  |  |
| 1. Notice - Notices might include details regarding the kindergarten service, parent information meetings and consent forms.
 | 750 |  |
| 1. Information on the program - This might include details about kindergarten programs, experiences, excursions/incursions or communication about individual children on areas such as learning and wellbeing.
 | 750 |  |
| 1. Assessment of learning and development
 | 750  |  |
| 1. Individual child goals/learning and development goals
 | 500 |  |
| Please allow a minimum of 5-7 working days for any translation request |
| Date of service required by: |  |
| Title of text to be translated: |  |
| Language(s) Required: |
| 1 |  | 6 |  |
| 2 |  | 7 |  |
| 3 |  | 8 |  |
| 4 |  | 9 |  |
| 5 |  | 10 |  |
| Submit your translation requests via the [All Graduates Client Booking Portal](https://bookings.allgraduates.com.au/#/login). For enquires on translation related matters, including how to access the client portal contact de.translations@allgraduates.com.au. Funded kindergarten services are not able to access translation services to translate lengthy documents such as parent handbooks and Transition Learning and Development Statements. Funded kindergarten services will need to meet translation costs where services fall outside the translation guidelines. The department does not provide for requests to translate family/child documentation and documents regarding policies or services for other government departments.For more information about translations for funded kindergarten services, please visit the [Department of Education Language Services Guidance.](https://www.vic.gov.au/use-interpreter-early-childhood-education-services) |