



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