Unit Specification

PTRA3 – Translate written texts from one language into another

A/504/1150

Sept 2019 – Aug 2020

UNIT SPECIFICATION

Unit PTRA3 - Translate written texts from one language into another (Mandatory)

(RQF Unit Number D/504/7622)

Unit aims

The candidate will demonstrate their professional competence as a sign language translator.

The unit is recommended for people who have excellent language and good translation skills in two or more languages and who would like to develop and benchmark their skills as a professional translator.

This unit complements:

• Unit PTRA1
• Unit PTRA2

Unit summary

Guided learning hours	Additional study/practice time	Total learning time	Credit value at Level 6
200	100	300	30

Learning outcomes	Assessment criteria
By the end of this unit of learning the successful learner will:	By the end of this unit of learning the successful learner can:
1. Carry out translation of written texts from one language into another	1.1 Produce a sustained translation that accurately reflects the overall meaning and function of the source text in the chosen language 1.2 Produce a translation that reflects the source text in terms of: a) the type and purpose of the text

Learning outcomes	Assessment criteria
By the end of this unit of learning the successful learner will:	By the end of this unit of learning the successful learner can:
	b) register, attitude and tone c) concepts, factual information and opinion d) cultural conventions and style e) the role and relationship of the writer with the intended readership 1.3 Demonstrate that the translation meets the client's specification, such as domain and localisation requirements, and the required closeness of the translation to the original text 1.4 Manage the translation task effectively and within the timescales agreed 1.5 Manage the expectations and priorities of the client by communicating regularly, especially in cases of queries or difficulties 1.6 In a "live" or real-time situation, demonstrate you are able to satisfactorily: a) plan co-worker change-over times b) manage co-working change-overs c) implement coping strategies to correct errors and challenges in translation
2. Evaluate own performance and address any concerns or queries in the text	2.1 Identify that any omissions, additions, errors are minor and do not significantly affect the meaning of the translated text 2.2 Identify when to ask colleagues to review work 2.3 Check and revise the translation before it is sent to the client or inform the client if this has not taken place 2.4 Alert the client to any outstanding queries in the text 2.5 Produce translators notes where appropriate 2.6 Use conduct consistent with the principles of

Learning outcomes	Assessment criteria
By the end of this unit of learning the successful learner will:	By the end of this unit of learning the successful learner can:
	professional practice and the relevant professional or registration body's code of conduct

ASSESSMENT SPECIFICATION

Evidence must show that each assessment criterion has been achieved on the CAR form. The evidence needs to be sustained at the level and 1.1, 1.2 and 1.3 needs to be seen in each piece of evidence.

To cover 1.1 to 1.3 a minimum of eight samples totalling at least two hours (120 minutes) in duration would give a reasonable range which can be broken down into:

• At least two samples being speaker-controlled on television programmes, podcasts, at a conference, in a movie or a dramatic production or similar. One sample should include half an hour of continuous translation.

• At least two samples being translator-controlled and to include at least one of the following:
  – For web translation. Each section to be at least 30 seconds long and all samples to total a minimum of 5 minutes per assignment. Duration of all assignments to total 15 minutes. If this is not possible then candidates need to provide evidence to make up the additional minutes elsewhere in PTRA3.
  – DVDs and other promotional materials or similar.

• At least two samples of text translation, i.e. from a book, for a video letter, or a document of at least 250 words.

• To meet the "live" requirement, in real time with the audience watching simultaneously (1.6) candidates are to choose one sample from the above.
  – Evidence is to include effective planning (1.6a), the implementation of changeovers with a co-translator (1.6b), and an outline of how you implemented coping strategies to ensure a faithful translation (1.6c).
  – Evidence supporting both 1.6a and 1.6b is to be in the form of a video recording.
  – Evidence supporting 1.6c is to be in the form of a personal statement supported by a video-recoding showing the actual task and how coping strategies were implemented.

Notes:

- All above samples to be a minimum of 15 minutes in duration. For all of the samples there should be a range of topics and genre. Two samples must be a translation of a source text delivered using a formal and complex style of English, e.g. reading from a legal or medical document, or working with material for broadcast, i.e. a BBC Four type of television programme, or equivalent).

- Samples to cover at least four out of the following domains:
  - Business and the world of work
  - Education
  - Health
  - Local Government
  - News and Documentaries
  - Sport
  - Drama and Comedy
  - A younger audience 8-14
  - Internet
  - Conferences and other live translation situations.

- One sample should include a live observation of 15 minutes after preparation time. Evidence should demonstrate the translator's full command of both languages, i.e. the ability to pick up the tone of the text and language used, emphasis, pace and therefore attitude, in order to convey them to BSL users.

- All eight samples of filmed/live observed evidence are to be accompanied by the evaluation of work set against the actual script or document i.e. by way of notes, forms etc. Candidates need to mention how they performed their task against the principles of professional practice. This covers 2.1, 2.5 and 2.6.

- Two samples of constructive feedback from peers are required to cover 2.2.

- Four samples of filmed/live observed evidence are to be accompanied by documentation showing how the task was managed, corresponded with the client, and whether the task is ready to be handed to the client. This covers 1.4, 1.5, 2.3 and 2.4.

Knowledge and understanding

Knowledge and understanding is not assessed separately, but through achievement of the assessment criteria.

K1   The process of translating written text from one language into another.

K2   The languages in which you translate, with the ability to sign in BSL/ISL at Level 6 for the language(s) into which you translate and at least Level 6 Reading for the language (s) out of which you translate (most likely to be English, see the UK Occupational Language Standards for performance and knowledge requirements).

K3   Techniques to localise translated text to the culture of the intended readership, including conventions for communication.

K4   Register (frozen, formal, informal,) and the transfer of register from one language into another.

K5   Techniques to check on the meaning of vocabulary, set phrases and expressions.

K6   The domain(s) in which you translate.

K7   Task management skills and how to work to deadlines.

K8   Interpersonal skills and client handling techniques.

K9   Techniques to assure the quality of the translation, such as proofreading, review, revision and back translation, and when these techniques are best used.

K10   Techniques to produce translators' notes and when to apply these.

K11   The role of the translator and the principles of professional practice.

K12   Techniques to produce a satisfactory translation in a live setting.

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CANDIDATE ASSESSMENT RECORD

Candidate name:…………………………………………………….. Teacher-assessor name:………………………………………

Evidence date	Portfolio reference		Evidence type*	Evidence title	Learning Outcomes and Assessment Criteria – each column must be ticked to show that the criteria has been met																	
	Page number	Clip number			1.1	1.2					1.3	1.4	1.5	1.6			2.1	2.2	2.3	2.4	2.5	2.6
						a	b	c	d	e				a	b	c						

***FC** = film clip, **Ob** = Observation, **S** = Simulated, **L** = Live, **WP** = Written Product, **Q** = Question / What If, **PD** = Professional Discussion, **WS** = Witness Statement

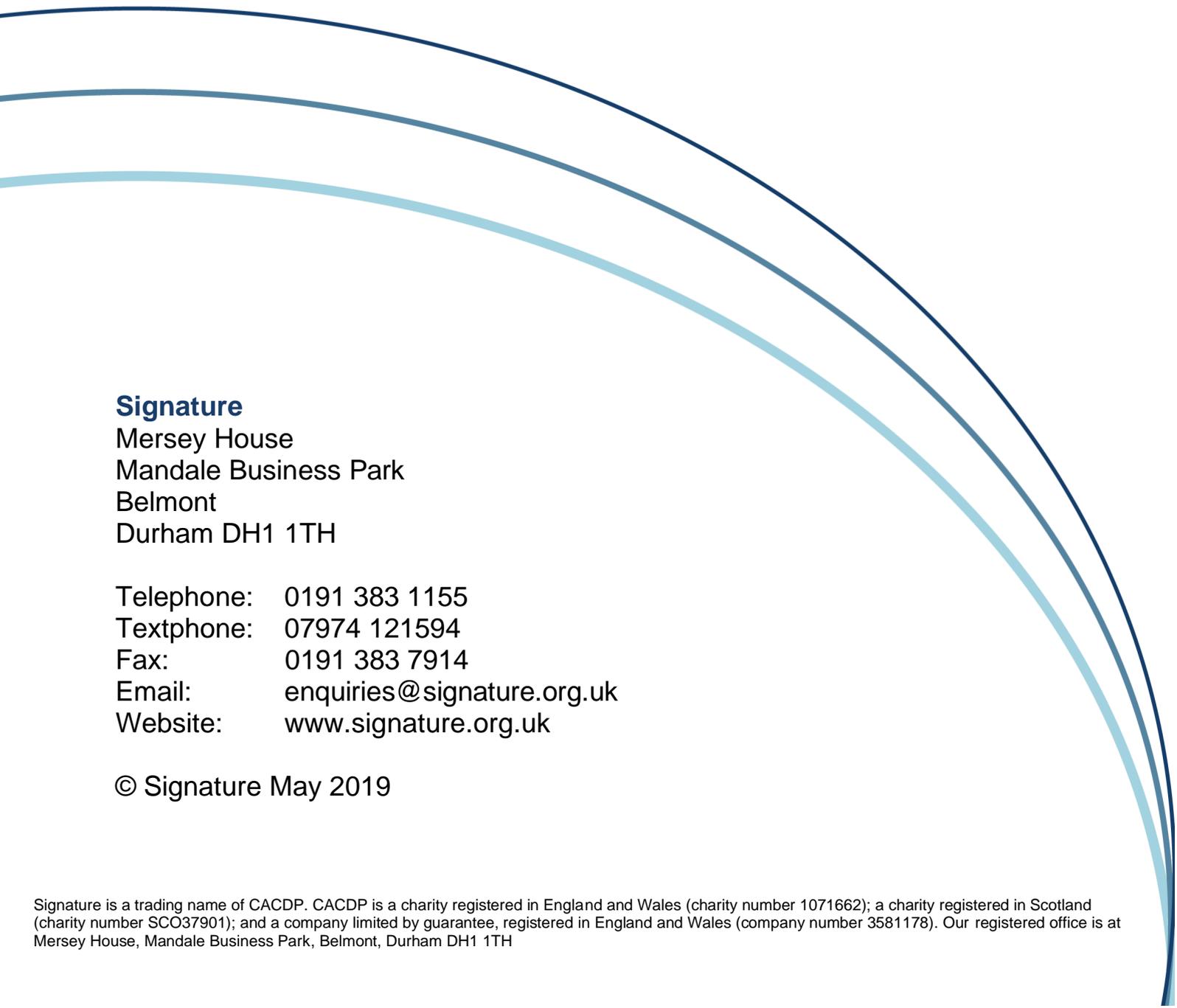Candidate's signature: ……………………………………………… Date completed: …………………………………………………..

I confirm that the evidence is authentic work of the candidate. Teacher-assessor's signature: …………………………………

IV signature and date if sampled from this unit: ……………………………………………………………………………………………
Confirmed by initials and date at end of respective line.

Signature
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