

Unit Specification

**PTRA1 – Maintain skills and systems for
managing translation tasks**

M/504/1145

Sept 2016 – Aug 2017

UNIT SPECIFICATION

Unit PTR A1 - Maintain skills and systems for managing translation tasks (Mandatory)

(RQF Unit Number: J/504/7601)

Unit aims

The candidate will demonstrate their ability to maintain their professional competence in managing translation assignments. This unit is about the general maintenance and development of translation and other skills which underpin the work of the professional 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.

Unit summary

Guided learning hours	Additional study/practice time	Total learning time	Credit value at Level 6
130	70	200	20

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. Know how to maintain and develop language and research skills	1.1 Determine how to maintain up to date knowledge of the languages into and out of which you translate 1.2 Demonstrate how to carry out regular research to develop ability to translate to a professional standard 1.3 Demonstrate how to acquire knowledge of genre

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:
	and domain specific language 1.4 Compile and update glossary of terms
2. Be able to evaluate suitable electronic equipment, programs and software	2.1 Demonstrate effective use of general word processing and how to use the studio and live and pre-recorded teleprompter 2.2 Present translated texts in commonly requested formats 2.3 Ensure the security and confidentiality of electronic equipment, client documents and translated texts 2.4 Identify quality assurance systems to monitor the effectiveness of work
3. Understand the importance of developing communication skills and maintaining good relationships with clients, translation companies and colleagues	3.1 Demonstrate you know how and when to get advice from other translators and domain and genre specialists to clarify terminology and other queries 3.2 Demonstrate how to communicate effectively with the party/ies requesting the service.
4. Be able to implement administrative systems to ensure business requirements are met	4.1 Maintain skills and administrative systems to handle business aspects such as: a) invoicing b) payment c) indemnity insurance d) marketing systems

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ASSESSMENT SPECIFICATION

Evidence must show that each assessment criterion has been achieved on the CAR form.

- Produce your own skills maintenance and activity log for 1.1, 1.2 and 1.3.
- Produce your own personal statement covering: quality, security and technology. Supporting evidence to be produced for 2.1, 2.2, 2.3 and 2.4.
- Produce your own personal statement discussing your communication skills and maintenance with clients, colleagues and employer/agencies for 3.1 and 3.2.
- Provide evidence of your business package (if self-employed) or policies, procedures, client agreements etc if employed to cover 4.1 (**see Resource pack for further examples you may use**).
- Produce your own extensive glossary of terms relevant to your place of work or equivalent, and to include sources to cover 1.4.

Knowledge and understanding

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

- K1** 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).
- K2** Suitable means to keep up to date with the languages into and out of which you translate, and with the cultures of the countries where these languages are spoken and/or signed.

- K3** Sources of information and research relevant to the field of translation.
- K4** Techniques to research and verify general and domain - specific terminology.
- K5** Commonly requested formats of video presentation.
- K6** Know to select, maintain and evaluate suitable media recording software.
- K7** Health and safety requirements when using equipment and how to troubleshoot technical problems.
- K8** Methods and software to compile, store and access information.
- K9** Standard quality assurance processes and procedures, such as checking, revising and reviewing translations.
- K10** Interpersonal skills and how to build and maintain good communication.
- K11** Sources of general and specialist information to assist with assignments, e.g. reference sources, dictionaries, technical journals, publicly available glossaries and the internet.
- K12** Contract negotiation and agreement, including timescales, payment, professional indemnity and third party insurance.
- K13** Marketing skills to win new business, if you work in a freelance capacity.

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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	2.1	2.2	2.3	2.4	3.1	3.2	4.1						
					a	b	c	d													

*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:

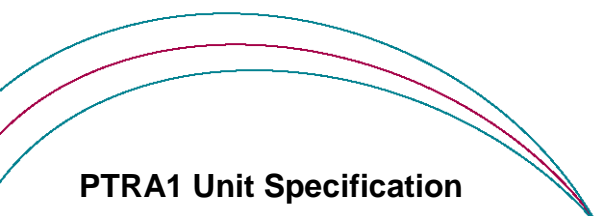
Date completed:

I confirm that the evidence is authentic work of the candidate.

Teacher-assessor’s signature:

IV signature & date if sampled from this unit:

Confirmed by initials and date at end of respective line.





Signature

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