

Unit Specification

**PTRA2 – Manage new
translation assignments**

T/504/1146

Sept 2017 – Aug 2018

UNIT SPECIFICATION

Unit PTR A2 - Manage new translation assignments (Mandatory)

(RQF Unit Number T/504/7612)

Unit aims

The candidate will demonstrate their professional competence in managing new translation assignments.

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 PTR A1
- Unit PTR A3

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. Be able to establish the nature and purpose of the text and the context and setting in which it will be used	1.1 Establish: a) the language and if relevant, the language and register of English text and sign language b) the subject matter and purpose of the assignment

Learning outcomes By the end of this unit of learning, the successful learner will:	Assessment criteria By the end of this unit of learning, the successful learner can:
	<ul style="list-style-type: none"> c) the meaning and intent from the source language/English d) the projected deadline for completion e) the format in which the text is to be delivered to the client
2. Be able to evaluate and plan an assignment	<ul style="list-style-type: none"> 2.1 Agree the skills and resources which will be needed to translate the task 2.2 Schedule the work to meet agreed deadlines with the client 2.3 Plan appropriately in order to manage the task effectively and to deadline by anticipating: <ul style="list-style-type: none"> a) the type and complexity of the assignment b) domain specific requirements c) the impact of localisation requirements including cultural differences, language and stylistic features d) any special requirements, including the need to use specific software e) the format and presentation of the translated text 2.4 Demonstrate how you familiarise yourself with the client's brief
3. Understand professional issues relating to accepting new translation assignments	<ul style="list-style-type: none"> 3.1 Recognise and decline any assignment which is beyond own competence 3.2 Explain the principles of professional practice to the client, if unethical demands are made 3.3 Agree contract details and employment

ASSESSMENT SPECIFICATION

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

- Four samples of preparing for actual assignments.
- A 2,500 word essay on preparing for jobs and using theoretical models to be produced and covering all or some of the above criteria (Further information is available in the Guidance notes).
- Demonstrate an understanding of professional issues (3.1 and 3.2) this may be in the form of a professional discussion or incorporated in the essay.

Notes:

- There must be evidence of client agreements and requirements covering 1.1a-e, 2.2, 2.3a-e and 3.3.
- The actual script or document is to be produced and there must be evidence of preparation (i.e. annotation, research, glossary, advice from peers, meeting notes, etc) for translation from one language into another e.g. English into BSL, this covers 1.1, 2.1 and 2.4.
- Preparation needs to relate to actual assignments (whether those assignments are real or simulated).

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 Level 4 Reading for the language(s) out of which you translate.
- K2** The process of translation from one language into another and how to manage differences between languages.

- K3** The culture of the languages with which you translate, their conventions for communication and the implications for localising translated texts.
- K4** Techniques to anticipate the degree of difficulty of the translation and how to meet the client's and readers' needs.
- K5** Techniques to research and verify general and domain - specific terminology.
- K6** Techniques to compile and maintain glossaries of terms.
- K7** Sources of general and specialist information to assist with assignments, e.g. dictionaries, glossaries, technical journals, leaflets, and the internet.
- K8** The role of the translator and the principles of professional conduct, specifically the need to:
- disclose any information, including conflict of interest which may make you unsuitable for an assignment
 - be impartial, maintain integrity and professionalism
 - treat all information you receive in the course of your duties as confidential, unless required to disclose by law.
- K9** The ethics and working practices of other professions and respect for these.
- K10** Demonstrate planning skills i.e. establishing time scales, continuous review of project, setting up evaluation mechanisms.



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