



The European Graduate Placement Scheme

EGPS HANDBOOK

Guidelines for Work Placements for Translation Students at Postgraduate Level

Contents

Introduction	3
What are the aims of the European Graduate Placement Scheme (EGPS)?.....	3
The European Graduate Placement Scheme.....	4
European Graduate Placement Agreement	4
The European Graduate Placement Scheme: Student Handbook	6
What are the benefits of the scheme for students?.....	7
Aims of the European Graduate Work Placement	7
What can I expect to learn from my placement?.....	7
What do students say?	8
How do I apply for this scheme?.....	8
How will I be assessed?	9
Will I get any credits for my work placement?.....	9
How long will the placement last?.....	9
Are placements paid?	9
How are placements organised?	9
Evaluation of Placements	10
What will employers expect of me?	10
European Graduate Placement Student Portfolio	10
How to compile and present the Student Portfolio	11
Format	11
Submission	11
Sections of the Portfolio.....	11
The European Graduate Placement Scheme: Employer Handbook	15
What are the benefits of the EGPS for employers?	16
How can I get involved in the scheme?	16
How are placements organised?	16
What opportunities should we provide?	17
Mentoring.....	18
How long should placements last?	19
Are there any legal issues we need to be aware of?	19
Payment of placements	19

Students with disabilities.....	20
What can you expect from the students?.....	20
What can you expect from HEI placement coordinators?	20
Appendix	21
Principles of Professional Practice.....	21

Introduction

Placement learning, with mentoring and support from experienced professionals, helps postgraduate translation students develop their professional competence as translators and proof-readers, project managers, revisers and editors. In addition, it helps develop a wide range of transferable skills for the professional workplace such as problem solving, analytical and critical thinking, commercial awareness, team working, communication, planning and organisation. Finally, it provides students with the opportunity to develop their personal and interpersonal skills.

What are the aims of the European Graduate Placement Scheme (EGPS)?

To:

- embed a practical work placement within each translation programme enabling the student to gain real life experience of professional practice, including work shadowing a professional;
- offer curriculum models that incorporate the option for practical work experience, enhancing students' prospects in the international job market;
- give students experience of a commercial environment in another country, giving them overseas work experience and increasing their mobility prospects;
- establish key, common Learning Outcomes for work placements;
- develop a form of accreditation for work placements linked to these outcomes;
- benefit companies by providing a trained translator for a period of time to help their business;
- provide professional development opportunities to translation employers' staff through mentoring activities for placement students;
- improve the performance and employability of students;
- increase the level of mobility of students and staff engaged in translator training courses;
- promote more partnerships between Higher Education Institutions (HEI) and employers.

The European Graduate Placement Scheme

The scheme is funded by the EU Lifelong Learning Programme (Erasmus) and represents a European extension of the successful UK government-funded Graduate Placement Scheme. This scheme demonstrated that work placements complemented the academic curriculum and resulted in a clear improvement of students' employability and knowledge of the profession.

The European Graduate Placement Scheme is the result of an initiative led by Skills CfA in collaboration with the University of Salford, a partner in the original English scheme, the Pedagogical University of Cracow, the Universitat Autònoma de Barcelona and the University of Mainz in Gernersheim. It is supported by the European Association of Translation Companies (EUATC) and the UK Institute of Translation and Interpreting, who represent Translation Service Providers. Designed to establish a European model for work placements in the translation industry, the scheme provides a structured work-based learning dimension for a variety of postgraduate programmes in Translation in Europe. The model will give students the opportunity to gain experience of a work environment involving a language and culture other than their own.

Students will undergo a European Graduate Placement which constitutes a structured period of work-based learning outside of the higher education institution at which the student is enrolled in an MA/Postgraduate Diploma programme in Translation.

If you would like to take part in the scheme as an employer, student or Higher Education Institution (HEI), please go to our website www.e-gps.org

European Graduate Placement Agreement

The Employer

1. Employers may interview and select candidates according to the needs of their organisation. If they wish, employers may ask candidates to complete a test translation or aptitude test.
2. Employers will offer students adequate opportunities for placement learning by assigning a range of translation-related tasks. This is to ensure that students develop a wide range of professional competences in order to achieve the intended learning outcomes of the placement module.
3. During the placement, the student will have a named contact in the host company who will act as mentor. The mentor will support the student to facilitate an effective placement learning experience. The mentor will complete a final report on the student's performance.
4. Employers should fulfil their responsibilities and duty of care towards students under relevant health and safety, equality and diversity, employer liability and indemnity insurance legislation of the country in which they are based.
5. Employers should contact the HEI placement coordinator as soon as possible in the event of any concerns over unsatisfactory student performance and/or

conduct. They will decide the future of the particular placement including, if necessary, a termination of the contract, in consultation with the placement coordinator.

The Student

1. Students may choose from different placement offers, where relevant.
2. Students will abide by the staff regulations, code of conduct and any legal requirements established by the placement provider and statutory legislation.
3. Students must ensure the security and confidentiality of systems and software, client details and assignments.
4. Students must fulfil the tax obligations of their home country and, if applicable, should declare any income as necessary.
5. Students have to report regularly to their company mentor and must carry out the tasks assigned to them to the best of their ability and knowledge.
6. Students will complete the Student Portfolio, recording evidence of all the tasks carried out, including a Reflective Learning Journal.
7. Students are representatives of their HEI and have a responsibility to act appropriately and in accordance with the expectations of the institution.
8. Students are subject to the academic and disciplinary regulations of their home university during the placement if they fail to fulfil their commitments or behave inappropriately.
9. Students have the right to work in a safe environment and to be treated in accordance with relevant legislation.
10. In the event of any disagreement with the employers, students have the right to contact their HEI placement coordinator, who will have an arbitration role in deciding the future of the particular placement and can, if necessary, terminate the placement.

The HEI placement coordinator (at each partner university)

1. The HEI placement coordinator will liaise with placement providers and mentors.
2. The HEI placement coordinator will provide support for students in all academic matters.
3. The HEI placement coordinator will monitor the progress of placements and evaluate their effectiveness in enabling students to achieve the intended learning outcomes of the placement module. In order to do this the coordinator will ask for formal and informal feedback from employers and students, encouraging them to communicate any concerns at an early stage, so they may be addressed.
4. The HEI placement coordinator will have an arbitration role in the event of any concerns about unsatisfactory student performance and/or discipline or conduct and can, in consultation with the placement provider, terminate the placement.



The European Graduate Placement Scheme: Student Handbook

What are the benefits of the scheme for students?

By accepting a European Graduate Placement, you will gain experience of the real business world within a European context, something which academic environments cannot fully provide.

Aims of the European Graduate Work Placement

You will:

- gain work experience, i.e. first-hand knowledge of business operations and practice;
- develop your professional competences as a translator;
- be able to apply, develop and evaluate the knowledge and skills you obtained during the postgraduate degree programme within a work environment;
- be able to work effectively as a member of a team in a range of professional situations;
- develop your career awareness within a professional environment.

What can I expect to learn from my placement?

These are the occupational standards for students on a European graduate placement. By the end of a successful placement you should be able to do the following.

A. Translation services provision

1. Agree working procedures
2. Negotiate a translation project brief (function(s) and purpose of the target text)
3. Make adjustments if the brief changes
4. Apply research strategies using appropriate resources, for example in relation to terminology or knowledge of the domain
5. Use an appropriate range of practical skills including glossary compilation, analysis of parallel texts, corpus building
6. Solve comprehension problems in source texts including implicit presuppositions, cultural elements, intertextual features
7. Use appropriate target language conventions, register and cultural references
8. Use translation-related technology effectively
9. Alert the client to any problematic areas in the translation, producing clear translators' notes where appropriate
10. Apply quality assurance measures successfully
11. Meet deadlines, managing your time effectively
12. Conduct yourself according to the ethics of the profession

B. The quality of your translation work

Your translations:

1. should meet your client's specification in terms of:

- a) domain and local requirements;
 - b) match to the original text;
 - c) function;
 - d) sense;
 - e) register, attitude and tone;
 - f) the expression of concepts, factual information and opinions;
 - g) cultural conventions and style;
 - h) the role and relationship of the writer with the intended readership.
2. should have no significant:
- a) omissions or additions;
 - b) grammatical errors;
 - c) inappropriately literal translations or other inaccuracies.

C. Teamwork

1. Build and maintain effective working relationships
2. Collaborate proactively within your team
3. Take responsibility for the success of the project

D. Self-assessment and professional development

1. Evaluate and reflect on your knowledge and performance
2. Seek and make effective use of feedback
3. Identify and act upon your own development needs

(Occupational Standards for graduate translation students on placement)

What do students say?

- *I was able to learn how a translation agency deals with large-scale translation projects. I am now able to work with several different translation tools. I did project management myself and learned a lot about professional proofreading. (MA student)*
- *I learned how to work with Trados, Across, Webtransit, etc. I learned how to deal with time pressure and how to stay focused while translating. (MA student)*

How do I apply for this scheme?

Speak to your course tutor and go to <http://www.e-gps.org> where you will find more details.

How will I be assessed?

Your performance during the work placements will be assessed through an EGPS Student Portfolio. You should measure your performance against the occupational standards for graduate translation students on placement on pages 7-9 of your Student Handbook, adding any of your own. The Student Portfolio reflects the status of MA students as trainee translators, studying for a postgraduate Diploma or Masters degree in Translation, on their journey towards achieving full professional status. The Reflective Learning Journal should be used as evidence of skills and experience acquired during the placement.

It is hoped that the Portfolio will encourage you to continue to develop, beyond the European Graduate Placement Scheme, your own Portfolio as evidence of continuing professional development and lifelong learning.

Each HEI will have its own specific guidelines for portfolio assessment and marking criteria to match its internal organisation systems; your coordinator will provide this information.

Will I get any credits for my work placement?

This will depend on the level of integration of work-based learning in modules and programmes of study, which varies in HEIs across Europe. Where the placement is not credit rated within the postgraduate programme, the placement will be certified by the HEI. It will be included on your transcript and can be used to demonstrate experience and additional skills when applying for work after graduation.

How long will the placement last?

Usually 2-6 months but this depends on each HEI. Please check with your placement coordinator.

- Placements can be full-time or part-time.
- The length and dates should be negotiated as part of the Placement Agreement.

Are placements paid?

Usually a negotiated arrangement should be made between you and the employer before the placement begins. EU funding may also be available. Please contact your university's International Exchange Office and/or your placement coordinator.

How are placements organised?

Once you are interested in a particular placement or placements, the next step is to send a letter of application and CV to the employer. You should expect to enter a selection process and be interviewed. If you are offered a placement, a Placement

Agreement is drawn up by both parties stating the terms of the placement such as start and end dates, tasks to be carried out, etc. The Placement Agreement is then signed by you, the employer and the HEI placement coordinator.

The employer will nominate a mentor to supervise you during your placement. The HEI placement coordinator and the host company's named mentor are in charge of managing placements and supporting students according to the EGPS contract and Placement Agreement.

For issues related to health, insurance, tax, etc. please go to the EGPS website for dedicated links.

Evaluation of Placements

Final evaluation will be carried out by your placement coordinator once you finish your placement.

What will employers expect of me?

Employers will expect you to:

- conduct yourself professionally in all your dealings with the placement provider's staff and clients;
- act within the terms and conditions of employment laid down by the placement provider;
- undertake the work agreed to the satisfaction of the placement provider;
- behave in a responsible and professional manner in the workplace, and show courtesy, initiative and willingness;
- arrive punctually for work and any meetings you need to attend;
- report any absence from work as early as is reasonably possible.

European Graduate Placement Student Portfolio

The Student Portfolio is a detailed record of the European Graduate Placement. It must include information on the placement provider, details of the Placement Agreement, and a Reflective Learning Journal recording and evaluating the learning experience and the types of tasks carried out. The Portfolio can also provide the basis for discussions with mentors about progress.

You should consider the Portfolio as an application for a future job. Think about the skills you have gained, how they have benefited the employer and how they might benefit future employers. By compiling the evidence now, you will find it easy to access this in future.

The Portfolio must show evidence that the aims and learning outcomes of the placement have been achieved successfully. The Portfolio must also show that you are fully aware of the role of the professional translator and the principles of professional

practice (see “Competences for professional translators” on the European Masters in Translation (EMT) website, and pages 7-9 and Appendix of your Handbook).

How to compile and present the Student Portfolio

This handbook outlines suggestions for the type and range of tasks that you may be asked to perform during a Graduate Placement. The EGPS website provides a template to be used to compile and present the Portfolio. It is useful to compile the Portfolio as you work on your placement, in the form of a diary. This develops your reflective and analytical/critical skills and enables you to see the progress of your learning during the placement.

Format

You must choose a flexible format. Electronic versions are preferable, as these can be updated and shared easily. Hard copy documents may be scanned and added to online portfolios. Employers must give permission for any company documents that are included in the portfolio.

Submission

You must keep the Student Portfolio safe and submit it to the placement coordinator at the end of the placement. In some HEIs the Portfolio will be used for assessment of the placement component of the programme of study.

Sections of the Portfolio

1. *Placement Agreement*

You will find a proposed template at the EGPS website (www.e-gps.org). The dates of the placement must be stated clearly.

2. *Description of the placement provider (500-1000 words)*

You should provide a description of the company you have been working for (you may comment on what type of company, organisation or department it is, where it is based, when it was established, size and scope of business, types of projects it deals with, how it is internally organised, staffing, IT and other resources, PR and marketing, research and development, etc.). Company literature, such as information from the website or brochures, may be included. You must ensure that you have permission from the placement provider to include company information or any other information that may be commercially sensitive, such as client information.

3. *Reflective Learning Journal (3000 words)*

This should provide a detailed analysis of the experience gained, in order to give a full evaluation of knowledge and skills developed. It should include:

- an analysis of how the tasks performed helped you develop professional skills such as research, translation, proofreading, revising, pre- and post-editing, terminology management and use of translation tools;
- an analysis of how the tasks performed helped you develop further generic/transferrable skills such as communication, organisation, prioritising, self-management and IT;
- an evaluation of the impact of the theory learnt during your MA programme on translation practice during the placement;
- a reflective statement of your performance in each of the tasks, your strengths and weaknesses, with comments on feedback and recommendations from mentor;
- your perception of the value of the placement learning experience for future professional activities;
- a statement of priorities for continuing professional development (CPD), e.g. a development plan, based on your own evaluation of your performance as a translator.

3.1 Evidence of tasks undertaken

Your Reflective Learning Journal should include a record of main tasks carried out during the placement. All placements are different and employers may not offer you a wide range of tasks. Each work placement will have specific requirements, and you should adapt your portfolio as needed.

If your placement includes one or more translation assignments, your evidence may include a selection of the translations you produced (source and target texts). You may also include feedback from your mentor/other colleagues, where available. You must obtain permission from your placement provider to include these documents. If this is impossible for reasons of confidentiality, you can provide a summary of tasks, signed off by your mentor.

3.2 Presenting evidence of translation work

You are aiming to show that you have met the standards outlined on pages 7-9 in relation to translation services provision, the quality of your work, teamwork and self-assessment.

You might write an introduction to each translation assignment explaining:

A. Translation Services Provision

1. the working procedures you agreed;
2. how you negotiated (or familiarised yourself with) the client's brief (function(s) and purpose of the target text);
3. any changes to the original brief and the adjustments you made;
4. how you analysed the source text to be translated;

5. the main translation problems it posed (technical and/or linguistic, including register, cultural elements, intertextual features, implicit presuppositions, etc.);
6. the rationale for the solutions you chose, your translator's notes and any discussions with the client;
7. the research strategies you applied (terminology, domain knowledge), a short bibliography of relevant references and comparable texts, where relevant;
8. the resources and technology you chose;
9. the practical skills you applied (e.g. glossary compilation, analysis of parallel texts, corpus building);
10. the quality assurance measures you applied;
11. how you managed your time to meet deadlines;
12. any ethical issues the task raised and how you dealt with them.

B, C, and D. The quality of your translation work, Teamwork, Self-assessment and professional development

Evaluate the quality of your completed task, which you should attach where possible. How well does it meet the standards outlined on pages 7-9? What are the strengths and weaknesses of your performance and how will you improve it? Where relevant, describe and evaluate the contribution you made to the team and your role in ensuring the success of a project.

Show that:

- you seek, reflect on and benefit from feedback from your mentor and/or colleague translators on the quality of the translated text as well as your own development needs;
- you take their feedback into account and use this together with own reflections to identify ways and opportunities to improve your performance and prepare a professional development plan.

3.3 Terminology management

You may want to include separate evidence in the Portfolio of the techniques and information sources used to compile and/or maintain a glossary of terms relevant to each translation task including seeking advice from clients, other translators and/or subject specialists.

3.4 Practice assignments

Mentors may provide as practice source documents that have been translated previously and archived. They should provide access to the normal range of reference material that was used by translators for that project. You can then get feedback from your mentor or compare your translation with the professional one that was sent to the client and evaluate its strengths and weaknesses yourself.

3.5 Project management

Under this heading, you can include evidence of a wide variety of tasks you undertook in your placement, for example:

- general business administration;
- translation project support (e.g. word counts of texts, alignment of translation texts, archiving files, etc.);
- quality control/assurance (checking, proofreading, revising, testing localised software, etc.);
- maintaining databases;
- dealing with freelance translators (tracking projects, updating information, etc.);
- contacting clients (e.g. queries, progress reports, etc.).

The evidence presented under this section will reflect the different experiences related to project management provided in individual work placements. You may want to include:

- how you helped to prepare quotations, invoices and contracts;
- QA reports;
- any emails to freelance translators tracking their progress or updating them with information on the project development (deleting contact details and any confidential information);
- any emails sent to clients for different purposes related to managing a particular project e.g. clarifying any queries or keeping them informed of progress (deleting contact details and any confidential information).

Evidence can also consist of a written report of tasks completed signed by mentor.

3.6 Use of technology

Under this heading you may include evidence of how you have used technology relevant to your role:

- communication media e.g. email, social media;
- software packages for different purposes;
- internet searches and retrieval of information;
- design and/or management of terminology databases;
- Computer Assisted Translation (CAT)/Localisation tools;
- Translation Project Management tools.

3.7 Other portfolio evidence

You may also want to demonstrate achievement in other areas, depending on the content of your placement, for example:

- reporting on progress/projects you worked on;
- time management;
- interpersonal and communication skills;
- working with a mentor;
- post-editing text produced by machine translation or other translators.



The European Graduate Placement Scheme: Employer Handbook

What are the benefits of the EGPS for employers?

Employers will find that placements within the EGPS will;

- Provide an extra member of staff during busy periods.
- Facilitate recruitment of trained translators. Some companies have employed students after the placement period has finished, if a position becomes available, or has recommended them to other companies looking for new recruits.
- Promote two-way learning (student <> mentor): it can be a useful professional development opportunity for a company mentor (e.g. enhance their communication skills and their competence to assess the progress and performance of a student). Moreover, students can bring fresh ideas and new perspectives to contribute to organisational enhancement. Debriefing students can produce interesting insights.
- Help promote good Public Relations (students will talk warmly about the help provided in improving their knowledge of professional practice; Translation Service Providers can promote their participation in placements on their websites, etc).
- Fit with their company's Corporate Social Responsibility by helping a new generation of translators.
- Contribute to enhance the performance of future freelance translators.
- Ensure that training provided by HEIs matches the requirements of the profession by providing realistic expectations of what translation industry professionals do – students tend to underestimate the type of challenges faced by translators and project managers.

How can I get involved in the scheme?

Companies wishing to provide opportunities for placement learning under the EGPS should fill in the Application Form template in the EGPS website.

Once the company's details have been entered in the EGPS database, this information will be disseminated to HEIs and the company will be contacted by the partner institutions.

How are placements organised?

If a student is interested in a particular placement or placements, the student will send you a letter of application and CV. Students would typically expect to be shortlisted and interviewed.

Once you offer a student a placement, you will then be asked to fill in another template for more detailed description of the placement offered. A Placement Agreement will then be drawn up by both parties stating the terms of the placement such as start and end dates, tasks to be carried out, etc. The Placement Agreement is then signed by employer, student and HEI placement coordinator.

Although ideally a student should be provided with a wide range of work experience during the placement, it is not compulsory for host companies to provide experience under each heading of the Portfolio. Companies should provide students with experience as stated in the company's placement description template. The Placement Agreement should make clear what type of tasks the student will carry out during the placement.

The HEI placement coordinator and the host company's named mentor are responsible for managing placements and supporting students according to the Placement Agreement.

What opportunities should we provide?

These are the standards against which your student will be assessed. Try to provide opportunities for them to meet as many of these as possible.

Occupational standards for European Graduate Translation Students on placement

Upon successful completion of your placement, you should be able to do the following.

A. Translation services provision

1. Agree working procedures
2. Negotiate a translation project brief
3. Make adjustments if the brief changes
4. Apply research strategies using appropriate resources, for example in relation to terminology or knowledge of the domain
5. Use an appropriate range of practical skills including glossary compilation, analysis of parallel texts, corpus building
6. Solve comprehension problems in source texts including implicit presuppositions, cultural elements, intertextual features;
7. Use appropriate target language conventions, register and cultural references
8. Use translation-related technology effectively
9. Alert the client to any problematic areas in the translation, producing clear translators' notes where appropriate
10. Apply quality assurance measures successfully
11. Meet deadlines, managing your time effectively
12. Conduct yourself according to the ethics of the profession

B. The quality of your translation work

Your translations:

1. should meet your client's specification in terms of:
 - a) domain and local requirements;
 - b) match to the original text;

- c) function;
 - d) sense;
 - e) register, attitude and tone;
 - f) the expression of concepts, factual information and opinions;
 - g) cultural conventions and style;
 - h) the role and relationship of the writer with the intended readership.
2. should have no significant:
- a) omissions or additions;
 - b) grammatical errors;
 - c) inappropriately literal translations or other inaccuracies.

C. Teamwork

1. Build and maintain effective working relationships
2. Collaborate proactively within your team
3. Take responsibility for the success of the project

D. Self-assessment and professional development

1. Evaluate and reflect on your knowledge and performance
2. Seek and make effective use of feedback
3. Identify and act upon your own development needs

Mentoring

You will nominate a mentor to supervise the student during the placement. Translation service providers should make sure that mentoring training is provided for staff who will take on this responsibility.

The mentor will:

- act as the student's supervisor during the placement, hold regular informal meetings with the student and support his/her placement learning including supervising weekly reports;
- ensure that the student completes health and safety induction as required by the respective laws in each EU country;
- report on student performance at the end of the placement and/or sign off the Student Portfolio before the student submits it to the HEI placement coordinator.

Mentors must have clear and reasonable expectations of what students can achieve and make sure tasks and targets set for them are within their level of competence. It is important that good communication is established between mentor and student and that students feel relaxed about approaching mentors with queries or issues if they need to.

The EGPS website has a link to the UK National Occupational Standards in Translation (NOST). The detailed guidelines for mentors in Unit APTra5 - Act as a mentor to trainee translators - are included below:

- you plan how you will gather evidence of the translator's performance;
- you review the translator's work in terms of its quality and fitness for purpose;
- you use information available from quality assurance procedures and feedback from clients and other translators;
- if you make use of source and translated texts, you observe confidentiality requirements, asking the author and/or client for permission to use, if necessary;
- you make an initial assessment of how you can best support the translator;
- you make a judgement on feedback to be given and on priorities for action before your meeting with the translator;
- you give feedback at an appropriate time and place;
- you encourage the translator to take an active part in the evaluation of their skills and performance;
- you give feedback that is constructive and is based on reliable data about the individual's performance and achievements;
- you are sensitive to the needs and skills of the individual while providing feedback and advice;
- you agree action to be taken with the translator and the timescale in which this is to be achieved;
- you produce a written summary of conclusions and action plan, if this is appropriate;
- you follow up on action taken.

How long should placements last?

Placements can be full-time or part-time depending on curricular requirements, Erasmus funding, student availability, country legislation, etc. The EGPS website has a link to Erasmus programme information.

Are there any legal issues we need to be aware of?

Partners should refer to current employment law, in the country of the placement.

Payment of placements

A negotiated arrangement should be made between student and employer before the placement begins and the arrangement should be based on the specific Placement Agreement that sets out the expected contributions of both parties. Remuneration may be in addition to Erasmus funding, but all income should be declared in line with the tax laws of the country of the placement if applicable.

Students with disabilities

Institutions should ensure that the specified learning opportunities are available to students with disabilities by:

- working with placement providers to ensure accessibility;
- providing support before, during and after placements that takes account of the needs of any students with disabilities, including transport needs.

What can you expect from the students?

You can expect students to:

- conduct themselves professionally in all their dealings with you, your staff and your clients;
- act within the terms and conditions of employment laid down by you;
- undertake the work agreed to your satisfaction;
- behave in a responsible and professional manner in the workplace, and show courtesy, initiative and willingness;
- maintain a suitably smart appearance;
- arrive punctually for work and any meetings they need to attend;
- report any absence from work as early as is reasonably possible.

What can you expect from HEI placement coordinators?

You can expect HEI placement coordinators to:

- provide a prompt response to written, e-mail and telephone communication;
- liaise with the student and/or employer if any problems arise during the placement;
- evaluate the effectiveness of placements year on year by reviewing students' and mentors' reports and portfolios;
- complete the placement coordinators' annual evaluation of the scheme.

Appendix

Principles of Professional Practice

The text below sets out some principles of professional practice.

You, the trainee translator, must show that you adhere to the following principles of professional practice. This means that you:

- seek to achieve all the Learning Outcomes set out in your handbook on page 7-9;
- treat all information you receive in the course of your duties as confidential, unless required to disclose by law;
- are impartial and maintain integrity and professionalism;
- do not accept an assignment which is beyond your competence;
- explain the principles of professional practice if unethical demands are made on you;
- disclose any information, including conflicts of interest, which may make you unsuitable for an assignment;
- demonstrate a commitment to continuing professional development;
- support colleague translators sensitively in the course of their duties;
- respect the ethics and the working practices of other professions;
- do not discriminate against parties on any grounds;
- do not bring the profession into disrepute;
- adhere to the code of conduct as expressed by your professional or registration body.

(NOST 2007. These are based on the code of ethics from registration bodies which operate in the UK, in particular the Institute of Translation and Interpreting).

This project has been funded with support from the European Commission.

This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.