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Occupational standards for European Postgraduate Translation Students on work placement

A. Translation services provision

By the end of your placement you should be able to:

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

You should be able to:

- 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

You should be able to

- 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.