

CFAINT1

Prepare for interpreting assignments as a trainee interpreter



Overview

This unit is about developing your interpreting skills as a trainee interpreter. It provides an opportunity to develop your skills in a supported environment and with guidance from a mentor.

This unit is about preparing for routine interpreting assignments. This involves establishing the nature of assignments and considering whether you have the right skills. If you find that the task is beyond your competence, you decline the assignment. You seek advice from your mentor or supervisor, if you are unsure about aspects of interpreting or assignments.

You must be able to use a range of information sources to prepare for assignments. You must be fully aware of the role of the interpreter and the principles of professional practice.

The unit is recommended for people who have very good language skills in two languages and who would like to develop and/or accredit the skills needed on the way to full professional competence. This unit forms part of a progression route towards professional interpreter status.

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Performance criteria

You must be able to:

- P1 communicate to the client that you are a trainee interpreter, if they are not already aware
- P2 identify:
 - P2.1 the subject matter and purpose of the assignment
 - P2.2 the level of language and interpreting skills required
- P3 assess whether the mode of consecutive interpreting is suitable for the assignment
- P4 seek advice from your mentor, if you doubt whether you have the necessary level of skills for the assignment
- P5 do not accept any assignment which is beyond your competence in terms of subject matter, degree of complexity or simultaneous mode of interpreting
- P6 agree contract details, including location and timescales, and any payment
- P7 check with your employer, placement provider or professional association that you are insured
- P8 if appropriate, request in advance of the assignment a briefing session and sight of documents to be used
- P9 plan appropriately so that you will be able to deal with:
 - P9.1 the type and topic of the assignment
 - P9.2 the language likely to be used during the assignment
 - P9.3 any weaknesses in your language skills and processing skills and how you overcome these
 - P9.4 domain-specific language
 - P9.5 the cultural and communication conventions of the users
 - P9.6 any special requirements, and expectations of the users, including the positioning of the users and yourself
 - P9.7 commonly encountered dilemmas
- P10 use terminology accurately to describe interpreting and language features
- P11 use relevant sources of information
- P12 compile and maintain a glossary of terminology
- P13 seek advice from your mentor on a regular basis

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Knowledge and understanding

You need to know and understand:

- K1 the languages in which you interpret, with the ability to function at level 6 in your first language; and at level 4 in your other language
- K2 the process of interpreting from one language into another and how to reflect the meaning of the source language into the target language
- K3 the cognitive processing involved in interpreting, concepts such as reformulation, and strategies to deal with an unknown word or phrase
- K4 the cultures of the languages in which you interpret and their conventions for communication, and the implications of these aspects on the planning for the interpreting assignment
- K5 the mode of consecutive interpreting and the concept of simultaneous/whispered interpreting
- K6 the concept of domain-specific terminology
- K7 techniques to anticipate the type and the degree of difficulty of the assignment and the client's and users' needs
- K8 terminology to describe aspects of language and communication and to compare features of the languages in which you interpret
- K9 the role of the interpreter and the principles of professional conduct, specifically the need to
 - K9.1 turn down any assignment which is beyond your competence
 - K9.2 be impartial, and maintain integrity and professionalism
 - K9.3 treat all information you receive in the course of your duties as confidential, unless required to disclose by law
- K10 contract negotiation, including time scales, any payment and professional indemnity as well as third party insurance
- K11 techniques to research and verify terminology
- K12 techniques to compile and maintain glossaries of terminology
- K13 sources of general and specialist information to assist with assignments, e.g. internet, leaflets, video and glossaries
- K14 study skills and the ability to handle extended reading in both languages

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Additional information

Glossary

Specialist terminology

For specialist terminology, please refer to the glossary:

www.cilt.org.uk/home/standards_and_qualifications/uk_occupational_standards/interpreting.aspx

Level 4 in your other language

See the Listening/Receptive and Speaking/Productive units of the National Language Standards for performance and knowledge requirements

Links to other NOS

This unit complements units TInt 2, 3 and 4.

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