

CFAT2

Advanced professional translator - manage new translation assignments



Overview

This unit is about the management of new translation assignments. This involves establishing the nature, complexity and sensitivity of the assignment. You carry out a risk assessment of the task and plan how you will manage aspects such as highly complex content and tight deadlines. You consider if you need to extend your knowledge and skills to meet the demands of the assignment. If needed, you advise the client on the design of the translation brief and act as a language and translation consultant.

The unit is recommended for people who have advanced translation skills and who would like to develop and/or benchmark their skills.

Please note that the performance, knowledge and skills requirements for this level include and build on the requirements set for professional level.

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Performance criteria

You must be able to:

- P1 you identify the degree of complexity and sensitivity of the assignment
- P2 you anticipate unusual scenarios and difficulties and carry out a risk assessment of the task
- P3 you plan how you will create the best conditions for effective translation, anticipating:
 - P3.1 any research, extension of skills and knowledge to be carried out prior to or during the translation
 - P3.2 complex language and translation demands
 - P3.3 complex content
 - P3.4 special requirements made by the client
 - P3.5 the need for localisation, both textual and electronic
 - P3.6 delivery to potentially tight deadlines
 - P3.7 the appropriate degree of quality assurance to meet the required standard of work
- P4 if needed, you advise the client on the design of the translation brief and act as a language and translation consultant

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Knowledge and understanding

You need to know and understand:

- K1 the languages in which you translate, with the ability to function at level 5 Writing for the language(s) into which you translate into and level 5 Reading for the language(s) out of which you translate (see the Reading and Writing units of the National Language Standards for performance and knowledge requirements)
- K2 techniques to anticipate the type, the degree of difficulty of the translation and the client's and reader's needs
- K3 techniques to extend specialist, technical and domain-specific knowledge

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