

## CFAT3

# Professional translator - manage new translation assignments



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### Overview

This unit is about the management of new translation assignments. This involves dealing with requests for translations by clients and translation companies. You establish the nature and purpose of the text which is to be translated and the context and setting in which it will be used. You consider whether you have the right skills to perform the task and decline the assignment if you do not. You plan how you will meet the client brief and produce the text to the agreed deadline. You use a range of information sources to prepare for the assignment and use suitable general and translation software to produce the translation.

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/or benchmark their skills as a professional translator.

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### Performance criteria

*You must be able to:*

- P1 you establish:
  - P1.1 the language and, if relevant, the language variants of the source and target texts
  - P1.2 the subject matter and purpose of the assignment
  - P1.3 the context in which the translated text will be used
  - P1.4 the projected deadline for completion
  - P1.5 the format in which the text is to be delivered to the client
- P2 you establish the skills and resources which will be needed to translate the text
- P3 you do not accept assignments which:
  - P3.1 are beyond your competence
  - P3.2 you cannot complete to a professional standard within the proposed timescale
- P4 you explain the principles of professional practice to the client, if unethical demands are made on you
- P5 if you work in a freelance capacity, you agree contract details and payment
- P6 you familiarise yourself thoroughly with the client's brief
- P7 you schedule the work to meet the deadline agreed with the client
- P8 you plan so that you will be able to manage the task effectively and to deadline by anticipating:
  - P8.1 the type and complexity of the assignment
  - P8.2 domain-specific requirements
  - P8.3 the impact of localisation requirements including cultural differences, language and stylistic features
  - P8.4 any special requirements, including the need to use specific software
  - P8.5 the format and presentation of the translated text
- P9 you clarify any queries with the client

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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 and level 4 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 the process of translation from one language into another and how to manage differences between languages
- K3 the cultures of the languages in 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:
  - K8.1 disclose any information, including conflict of interest which may make you unsuitable for an assignment
  - K8.2 be impartial, maintain integrity and professionalism
  - K8.3 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

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**Suite** Translation (revised 2007)

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