



Ctm

ECQA Certified
Terminology Manager

Basic



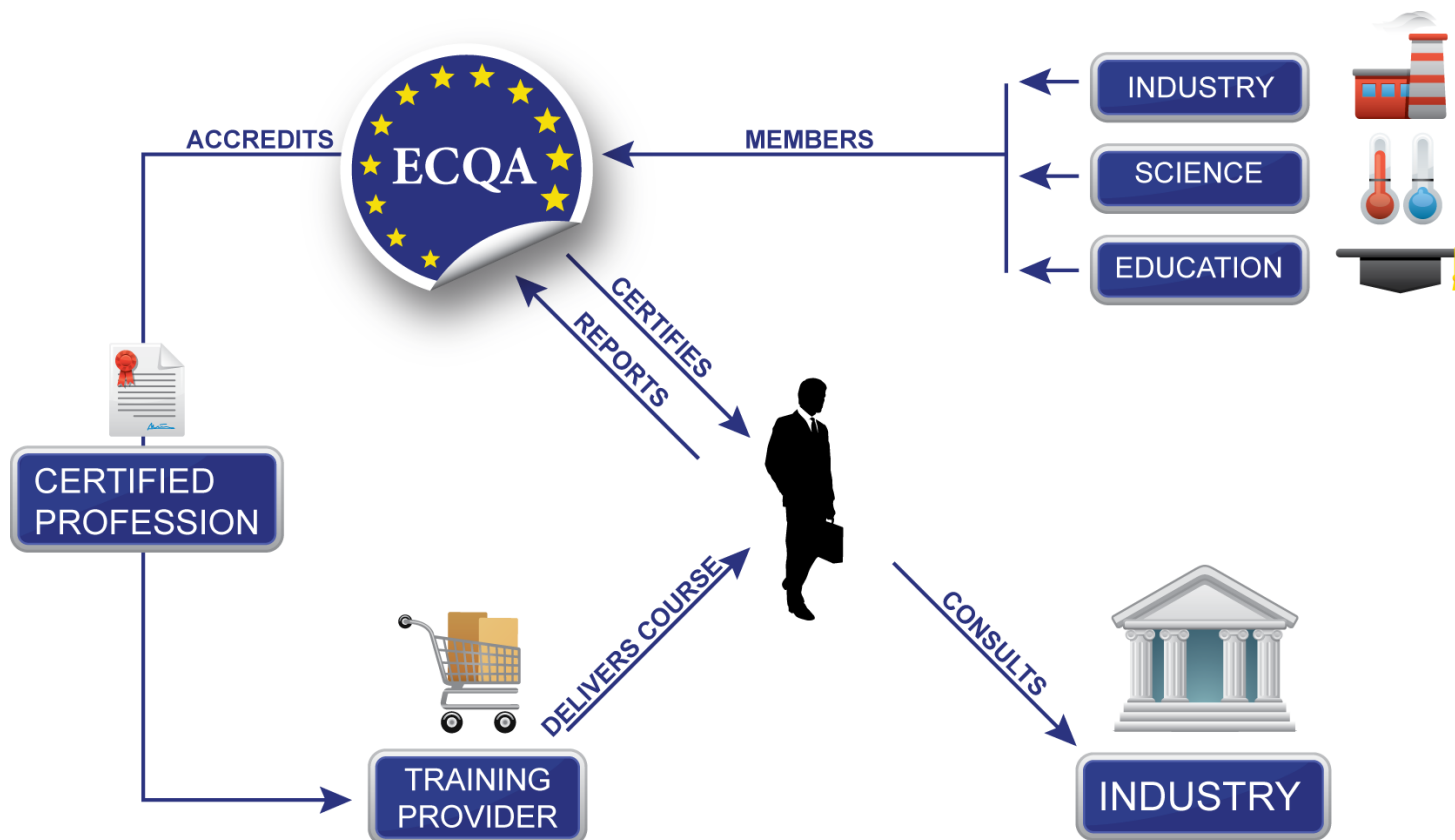
**Improve and certify your skills!
Join the European
pool of experts!**



ECQA - European Certification and Qualification Association ...

- ▶ **is a non-profit association**, joining institutions and thousands of professionals from all over Europe and abroad.
- ▶ provides a **world-wide unified certification schema** for numerous professions.
- ▶ **brings together experts** from the market and supports the definition and development of the knowledge (Skills Sets) required for professions.
- ▶ **defines and verifies quality criteria** for training organisations and trainers to assure the same level of training all over the world.
- ▶ **ECQA promotes** all certified professionals.

ECQA certification process:



ECQA offers (1/3)

A world wide unified certification schema for numerous professions:

- **Experts from various markets define the appropriate content needed for a certain profession (a skill card)**
- **Exam committees develop and update a related exam pool for common usage on an international level**
- **A certified examination body offers and supervises exams**
- **A certification body (ECQA or accredited certification organization) issues certificates**
- **Certified participants are internationally promoted**

ECQA offers (2/3)

Certification of training organizations and trainers to assure the same levels of training all over the world.:

- **This certification procedure offers modularity of certification - therefore modularity of training for ECQA professions is ensured as well**
- **The same quality standards apply for all ECQA certified training organizations and trainers**
- **Only verified and approved organizations and individuals may become ECQA certified service providers**
- **Training organizations offer seminars and workshops. On-line training is also available**

ECQA offers (3/3)

A wide range of opportunities and a platform for collaboration with numerous partners:

- **ECQA joins experts from all over the market**
- **ECQA supports the definition and development of the knowledge required for new professions**
- **ECQA provides administrative, organisational and technical support for work of experts from many professions**
- **ECQA provides quicker introduction of new professions to the market**



Online campus to learn the basic skills required for creating, organising and managing mono-, bi- or multilingual terminology!

ECQA Certified Terminology Manager - Basic

Terminology and terminology management build an integral, high quality and quality-assuring part of the end products, services and tools in the fields of

- ▶ **information & communication**
- ▶ **classification & categorization**
- ▶ **translation & localization.**

The new job profile **Certified Terminology Manager - Basic** combines and bundles the various competences of professionals active in these areas.

ECQA Certified Terminology Manager - Basic

Terminology and terminology management build an integral, high quality and quality-assuring part of the end products, services and tools in the fields of

- ▶ **information & communication**
- ▶ **classification & categorization**
- ▶ **translation & localization.**

The new job profile **Certified Terminology Manager - Basic** combines and bundles the various competences of professionals active in these areas.

Target group

- ▶ **INFORMATION & COMMUNICATION PROFESSIONALS:**
ICT experts, information and knowledge managers, etc.
- ▶ **EXPERTS IN CLASSIFICATION & CATEGORIZATION:**
e-Business, Semantic Web, libraries and archives, etc.
- ▶ **LANGUAGE INDUSTRY PROFESSIONALS:**
Translators, interpreters, localisers, technical writers, etc.

125 registrations received for the online platform until now...

Job Role Committee Members

- ▶ **TermNet, International Network for Terminology**
(<http://www.termnet.org>)
- ▶ **University of Vienna, Austria, Center for Translation Studies**
(<http://transvienna.univie.ac.at>)

Training programme

UNIT 1

**Understanding
Terminology
Management**

UNIT 2

**Terminology
Management
Skills**

UNIT 3

**Terminology
Strategies for
Business
Processes**

UNIT 4

**Team Working &
Communication
Skills**

UNIT 5

**Application
Scenarios**

UNIT 6

**Standards &
Legal Issues**

Training programme

UNIT 1: UNDERSTANDING TERMINOLOGY MANAGEMENT

- ▶ **What is terminology**
- ▶ **Why terminology management**
- ▶ **How terminology work is embedded in my organisation and work environment**

Training programme

UNIT 2: TERMINOLOGY MANAGEMENT SKILLS

- ▶ How to search and collect terminology
- ▶ How to store and retrieve
- ▶ How to coin terms
- ▶ How to manage monolingual and multilingual terminology
- ▶ How to manage terminology projects

Training programme

UNIT 3: TERMINOLOGY STRATEGIES FOR BUSINESS PROCESSES

- ▶ **How to present the business case for terminology**
- ▶ **How to calculate and argue costs & return on investments**
- ▶ **How to involve relevant stakeholders**
- ▶ **How to collaborate with relevant organisational units**

Training programme

UNIT 4: TEAM WORKING & COMMUNICATION SKILLS

- ▶ **How to organise team communication**
- ▶ **How to manage distributed and diverse teams**
- ▶ **Why conflict management**
- ▶ **How to train and motivate your team**

Training programme

UNIT 5: APPLICATION SCENARIOS

- ▶ **Presentation of own projects in the form of max. 10 slides**

Training programme

UNIT 6: STANDARDS & LEGAL ISSUES

- ▶ Which standards are relevant
- ▶ How to deal with copyright issues in terminology management
- ▶ What about product liability

Self assessment

Anybody interested in becoming a Certified Terminology Manager - Basic can do a **self test** on the ECQA CTM – Basic Online Campus

Information about who to register at:

http://www.termnet.org/downloads/english/products/trainings/ECQA-CTM_Howtoregister.pdf

Self assessment

Understanding Terminology Management (UTM)

This skills unit consists of 3 elements: - E1: What is terminology? - E2: Why terminology management? - E3: How terminology work is embedded in my organization and work environment?

Assign Evidences

Reset Questions

CTM.U1.E1 What is terminology?:

CTM.U1.E1.PC1

She/he understands the basic principles of terminology theory.

Poor:

Fair:

Good:

Excellent:

Not App.:

Self Test

Note

Assessors

CTM.U1.E1.PC2

She/he understands the basic concepts of terminology theory.

Poor:

Fair:

Good:

Excellent:

Not App.:

Self Test

Note

Assessors

CTM.U1.E1.PC3

She/he understands the mechanisms of term-concept assignment.

Poor:

Fair:

Good:

Excellent:

Not App.:

Self Test

Note

Assessors

Self assessment

CTM.U1.E1 What is terminology?:

CTM.U1.E1.PC1

She/he understands the basic principles of terminology theory.

Poor:

Fair:

Good:

Excellent:

Not App.:

Self Test

Note

Assessors

Please define terminology work. (Only one answer possible.)

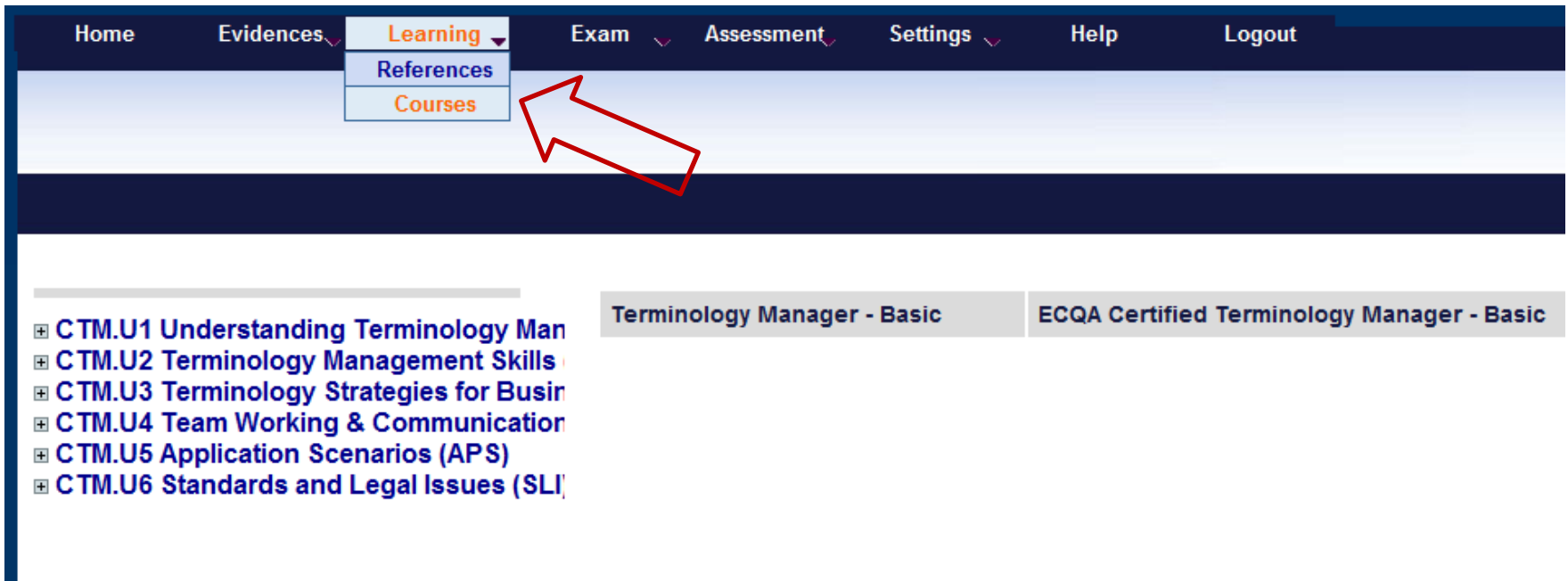
Craft of compiling, writing and editing dictionaries.

Interpreting the meaning of a word, a group of words or text and the subsequent production of an equivalent, that communicates the same message in another language

Method to explain technical documents to non-technical audiences

Work concerned with the systematic collection, description, processing and presentation of concepts and their designations

Courses in Moodle



The screenshot shows the Moodle navigation menu. The 'Learning' menu item is expanded, showing 'References' and 'Courses'. A red arrow points to the 'Courses' option. Below the menu, a list of courses is displayed, including 'CTM.U1 Understanding Terminology Man', 'CTM.U2 Terminology Management Skills', 'CTM.U3 Terminology Strategies for Busin', 'CTM.U4 Team Working & Communication', 'CTM.U5 Application Scenarios (APS)', and 'CTM.U6 Standards and Legal Issues (SLI)'. To the right of the course list, there are two buttons: 'Terminology Manager - Basic' and 'ECQA Certified Terminology Manager - Basic'.

- Home
- Evidences
- Learning
 - References
 - Courses
- Exam
- Assessment
- Settings
- Help
- Logout

- CTM.U1 Understanding Terminology Man
- CTM.U2 Terminology Management Skills
- CTM.U3 Terminology Strategies for Busin
- CTM.U4 Team Working & Communication
- CTM.U5 Application Scenarios (APS)
- CTM.U6 Standards and Legal Issues (SLI)

Terminology Manager - Basic ECQA Certified Terminology Manager - Basic

Courses in Moodle

Please click one of the following units from the list below to display the available courses:

> Terminology Management Skills (TMS)

Unit/Element	Server	Title	Course Start Date	More Information	Sign in
General Course	Termnet Moodle Server	ECQA Certified Terminology Manager - Basic (Deutsc		More Information	Sign in

> Terminology Strategies for Business Processes (TSB)

Unit/Element	Server	Title	Course Start Date	More Information	Sign in
General Course	Termnet Moodle Server	ECQA Certified Terminology Manager - Basic (Deutsc		More Information	Sign in

> Team Working & Communication Skills (TWS)

Unit/Element	Server	Title	Course Start Date	More Information	Sign in
General Course	Termnet Moodle Server	ECQA Certified Terminology Manager - Basic (Deutsc		More Information	Sign in

> Application Scenarios (APS)

Unit/Element	Server	Title	Course Start Date		
--------------	--------	-------	-------------------	--	--

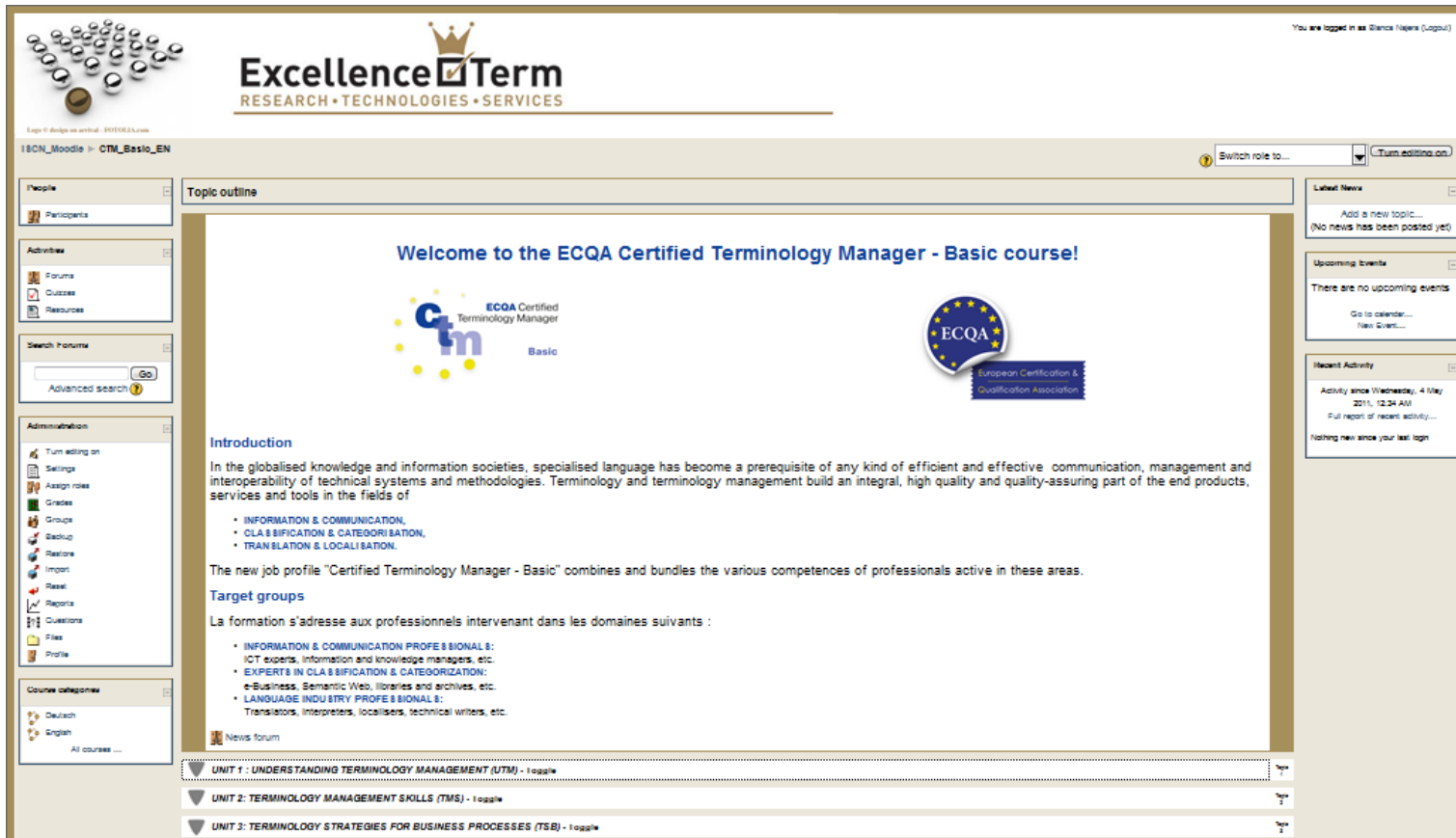


Courses in Moodle



The screenshot shows a Moodle course page for 'Excellence Term'. The page header includes the logo for 'Excellence Term' with the tagline 'RESEARCH • TECHNOLOGIES • SERVICES'. On the left, there is a 'Site Administration' menu with various options like Notifications, Users, Courses, Grades, Location, Language, Modules, Security, Appearance, Front Page, Server, Networking, Reports, and Miscellaneous. A search box is located below the menu. The main content area is titled 'Available Courses' and lists two courses: 'ECQA Certified Terminology Manager - Basis (Deutsche Version)' and 'ECQA Certified Terminology Manager - Basis (English Version)'. A red arrow points to the German version course. The German version course description states: 'Die erfolgreiche Verständigung in der Fachsprache ist in den Wissens- und Informationsgesellschaften unserer globalisierten Welt Voraussetzung für jegliche Art von Kommunikation und für ein funktionierendes Zusammen-spiel verschiedener technischer Systeme und Methodologien geworden. Terminologie und Terminologie-verwaltung sind integrale Bestandteile von qualitativ hochwertigen Endprodukten, Dienstleistungen und Werkzeugen in den Bereichen' followed by a bulleted list: '- INFORMATION & KOMMUNIKATION, - KLAS SIFIZIERUNG & KATEGORISIERUNG, - ÜBERSETZUNG & LOKALISIERUNG.' The English version course description states: 'In the globalised knowledge and information societies, specialised language has become a prerequisite of any kind of efficient and effective communication, management and interoperability of technical systems and methodologies. Terminology and terminology management build an integral, high quality and quality-assuring part of the end products, services and tools in the fields of' followed by a bulleted list: '- INFORMATION & COMMUNICATION, - CLASSIFICATION & CATEGORISATION, - TRANSLATION & LOCALISATION.'

Courses in Moodle



The screenshot shows a Moodle course page for 'Excellence Term' (RESEARCH • TECHNOLOGIES • SERVICES). The course is titled 'Welcome to the ECQA Certified Terminology Manager - Basic course!'. The main content area includes an introduction to terminology management, a list of target groups, and a course outline with three units: 'UNIT 1: UNDERSTANDING TERMINOLOGY MANAGEMENT (UTM)', 'UNIT 2: TERMINOLOGY MANAGEMENT SKILLS (TMS)', and 'UNIT 3: TERMINOLOGY STRATEGIES FOR BUSINESS PROCESSES (TSB)'. The left sidebar contains navigation menus for People, Activities, Search Forums, Administration, and Course categories. The right sidebar shows Latest News, Upcoming Events, and Recent Activity.

Overview: CTM Courses and Languages

Certified Terminology Manager – Basic

- English : available
- German: available
- French: available
- Chinese: planned
- Turkish: planned

Also planned:

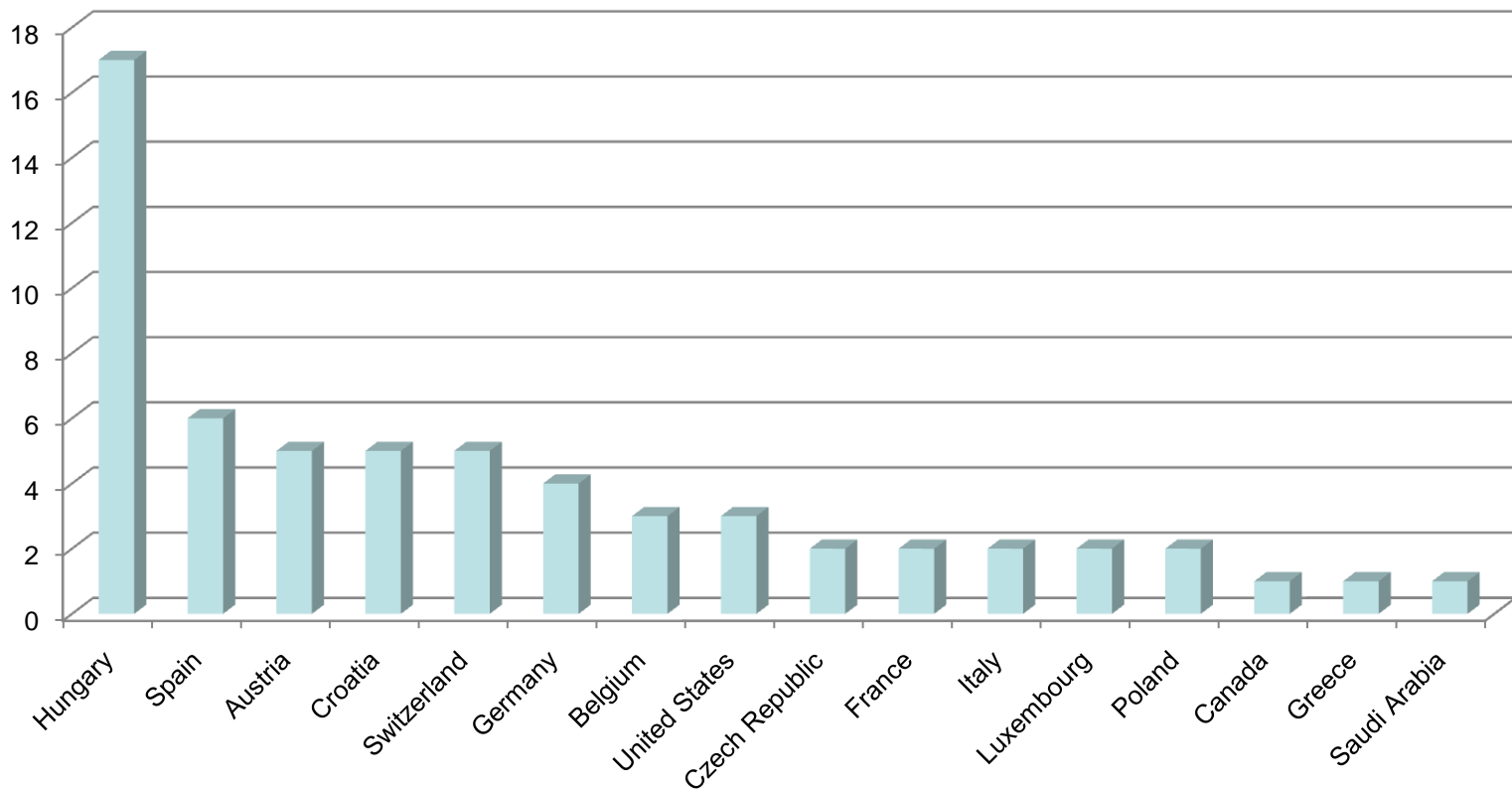
- ECQA Certified Terminology Manager – **Advanced**
- ECQA Certified Terminology Manager – **Internal Financial Control**
- ECQA Certified Terminology Manager – **Automotive**
- ECQA Certified Terminology Manager – **Health**
- ECQA Certified Terminology Manager – **Military**

Exam and certification

- ▶ To become an ECQA Certified Terminology Manager - Basic, participants have to take an exam and pass the individual learning elements with at least **66%**.
- ▶ The exam is taken **electronically**, using randomised questions from a central pool of multiple choice exam questions with a total of **487** questions.
- ▶ Participants have **6 hours** to complete approx. **190 questions** (2 min. per question).

(The average time that examinees normally need to complete the exam is 3,5 hours = 1,25 min. per question)

Exam and certification: countries represented



Exam and certification

Organisation: International Network for Terminology - TermNet

Test: Special Test für Blanca

Participant: Blanca Nájera

ID: ECQA-001-4245-745

Understanding Terminology Management (UTM) - CTM.U1.E1 What is terminology?

Text-oriented terminology work... (More than one answer possible)

- is terminology research for a given text.
- tries to solve terminological problems before the text is translated.
- focuses on the research of all concepts for a given subject field.
- prepares ontologies and conceptual systems.
- is the product of a translation.

Prescriptive terminology management means that the number of fields in a database are strictly limited and regulated.

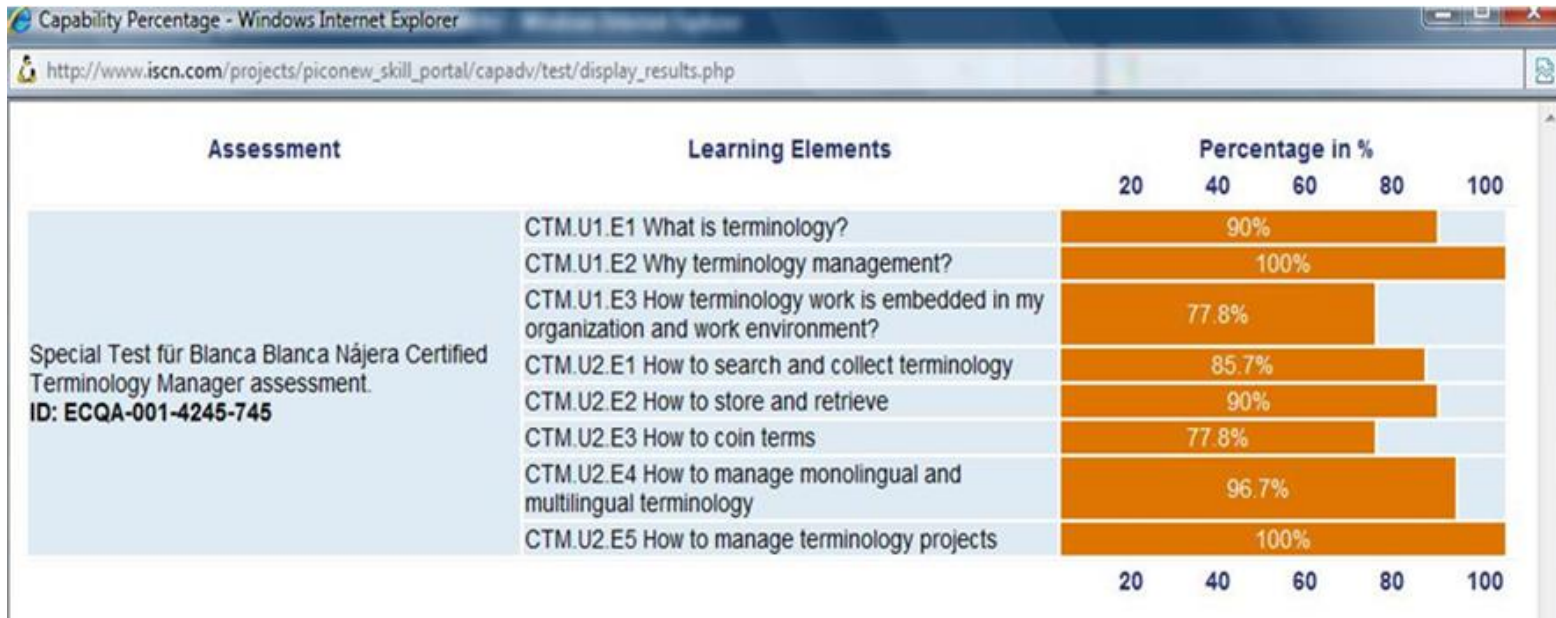
TRUE FALSE

Terminology management can be approached...

- only strictly systematically.
- only on an ad-hoc basis.
- either systematically or ad-hoc.

Exam and certification

The examinee can check the results online, just after the exam.



The certificate

The examinee receive the **certificate per postal mail**.



More information at...

- ▶ **ECQA Certified Terminology Manager – Basic:**
http://www.termnet.org/english/products_service/ecqa_ctm-basic/
- ▶ **ECQA CTM – Basic online campus:**
<http://www.ecqa.org/index.php?id=23>
- ▶ **How to register for the online campus:**
http://www.termnet.org/downloads/english/products/trainings/ECQA-CTM_Howtoregister.pdf
- ▶ **ECQA:** www.ecqa.org
- ▶ **TermNet:** www.termnet.org



Contacts



**European Certification and
Qualification Association**

www.ecqa.org

info@ecqa.org

TermNet
International Network for Terminology
Dr. Gabriele Sauberer
gsauberer@termnet.org
www.termnet.org

TermNet
International Network for Terminology