All references and list of events are available at:

www.ecqa.org

Exam Organisation:

TermNet
INTERNATIONAL NETWORK FOR TERMINOLOGY

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EUROPEAN CERTIFICATION AND QUALIFICATION ASSOCIATION (ECQA)

- The ECQA is a non-profit association, joining institutions and thousands of professionals from all over Europe and abroad.
- ECQA provides a world-wide unified certification schema for numerous professions.
- ECQA brings together experts from the market and supports the definition and development of the knowledge (Skills Sets) required for professions.
- ECQA 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.

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Education and Culture DG
Lifelong Learning Programme

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ECQA Certified Terminology Manager Basic

European Certification & Qualification Association

ECQA Certified

Terminology Manager - Basic

www.ecqa.org

Improve and certify your skills. Join the European Pool of Experts.

Learn the basic skills required for creating, organising and managing mono-, bi- or multilingual terminology.

Overview

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

- **INFORMATION & COMMUNICATION,**
- **CLASSIFICATION & CATEGORISATION,**
- **TRANSLATION & LOCALISATION.**

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

Target groups

- **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.

ECQA Certified Terminology Manager

Basic

Training services

ECQA certified trainings are offered as

SEMINARS

Seminars provide lectures on training content, examples and best practices. The minimum duration for teaching each module is 45 minutes.

WORKSHOPS

Workshops are aimed at participants who are beginners in terminology management. In addition to content provided within the seminar, workshops participants will work on genuine terminology examples. Participants will also get a set of supporting material for terminology planning and management. Minimum duration for teaching each element is 90 minutes.

E-LEARNING COURSES

E-learning offers the same content as seminars, but with additional assignments and homework, through the use of an online learning management system.

All trainings are modular, based on learning elements as a minimum unit of modularity.

All ECQA certified trainers and training organisations are trained to provide the same content for each learning element.

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. Participants have six hours to complete approx. 110 questions.

Anybody interested in becoming a Certified Terminology Manager - Basic can do a self test after registering on the ECQA platform: http://www.ecqa.org/index.php?id=23

Training Programme

UNIT 1: UNDERSTANDING TERMINOLOGY MANAGEMENT

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

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

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

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

UNIT 5: APPLICATION SCENARIOS

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

UNIT 6: TERMINOLOGY STANDARDS AND LEGAL ISSUES

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