

ECQA Certified Terminology Manager - Advanced (CTM-A)

SKILL UNIT	Learning Element (E)	Performance Criteria (PC) - Learning Objectives	
CTM-A.U1	PROFESSIONAL TERMINOLOGY MANAGEMENT: THEORY AND PRACTICE (PTM)		
	CTM-A.U1.E1	Terminology theory (advanced level)	
		CTM-A.U1.E1.PC1	S/he has gained a thorough understanding of terminology theory and terminology concepts.
		CTM-A.U1.E1.PC2	S/he is familiar with the different principles and methods of terminology work.
		CTM-A.U1.E1.PC3	S/he understands in which ways terminology is embedded in an organisation and work environment.
	CTM-A.U1.E2	How to implement terminology management	
		CTM-A.U1.E2.PC1	S/he understands how to apply the principles of terminology theory in practice.
		CTM-A.U1.E2.PC2	S/he knows what it takes to implement terminology management successfully.
		CTM-A.U1.E2.PC3	S/he knows how to proceed in order to implement terminology management successfully.
	CTM-A.U1.E3	How to define a termbase structure	
		CTM-A.U1.E3.PC1	S/he knows how to proceed in order to define the structure of a termbase.
		CTM-A.U1.E3.PC2	S/he knows where to find data categories.
		CTM-A.U1.E3.PC3	S/he knows how to select data categories.
	CTM-A.U1.E4	How to structure a terminological entry	
		CTM-A.U1.E4.PC1	S/he knows various ways of structuring terminological entries.
		CTM-A.U1.E4.PC2	S/he is able to select a certain structure and argue the pros and cons.
		CTM-A.U1.E4.PC3	S/he knows where to put which information in a terminological entry and why.
	CTM-A.U1.E5	Why and how to assure quality of terminological entries	
		CTM-A.U1.E5.PC1	S/he knows why quality assurance is vital.
		CTM-A.U1.E5.PC2	S/he knows methods and steps how to assure quality of terminological entries.

CTM-A.U2	TOOLS AND TECHNOLOGY (TAT)	
	CTM-A.U2.E1	How to select a Terminology Management System
		CTM-A.U2.E1.PC1 S/he is familiar with the key types of Terminology Management Systems.
		CTM-A.U2.E1.PC2 S/he is familiar with the basic features of a TMS.
		CTM-A.U2.E1.PC3 S/he knows key interfaces of TMS.
		CTM-A.U2.E1.PC4 S/he is familiar with the criteria of selecting a TMS.
		CTM-A.U2.E1.PC5 S/he has gained knowledge on the connection between tool selection, term base definition and data categories.
	CTM-A.U2.E2	Terminology extraction (methods and tools)
		CTM-A.U2.E2.PC1 S/he is familiar with different methods of term extraction.
		CTM-A.U2.E2.PC2 S/he is familiar with different purposes of term extraction.
		CTM-A.U2.E2.PC3 S/he is familiar with different techniques and tools of term extraction.
	CTM-A.U2.E3	Terminology Management Systems and interfaces
		CTM-A.U2.E3.PC1 S/he has gained knowledge on the connection between terminology work and Translation Memory Systems.
		CTM-A.U2.E3.PC2 S/he has gained knowledge on the connection between terminology work and interfaces with automated translation.
		CTM-A.U2.E3.PC3 S/he has gained knowledge on the connection between terminology work and classification systems.
		CTM-A.U2.E3.PC4 S/he has gained knowledge on the connection and differences between terminology work and Search Engine Optimisation.
		CTM-A.U2.E3.PC5 S/he has gained knowledge on the interface between terminology work and Controlled Language Checkers.
CMT-A.U3	TERMINOLOGY STRATEGIES FOR BUSINESS PROCESSES (TSB)	
	CTM-A.U3.E1	Terminology planning and policies
		CTM-A.U3.E1.PC1 S/he is familiar with the concept of terminology planning and terminology policies.
		CTM-A.U3.E1.PC2 S/he is aware about the importance of terminology development and management.
		CTM-A.U3.E1.PC3 S/he is familiar with the methodology of policy making.
	CTM-A.U3.E2	How to present the business case for terminology

		CTM-A.U3.E2.PC1	S/he is able to argue the importance of terminology.
		CTM-A.U3.E2.PC2	S/he knows how to implement a terminology policy.
	CTM-A.U3.E3	How to calculate and argue costs & return on investments	
		CTM-A.U3.E3.PC1	S/he is familiar with the factors that affect a calculation of cost and benefit.
		CTM-A.U3.E3.PC2	S/he can do a basic calculation of cost and benefit of terminology management.
	CTM-A.U3.E4	How to involve relevant stakeholders	
		CTM-A.U3.E4.PC1	S/he knows how to identify relevant stakeholders.
		CTM-A.U3.E4.PC2	S/he knows how to involve relevant stakeholders.
	CTM-A.U3.E5	How to collaborate with relevant organisational units	
		CTM-A.U3.E5.PC1	S/he knows why it is important to get relevant departments and other units to collaborate.
		CTM-A.U3.E5.PC2	S/he knows how to get relevant departments and other units to collaborate.
	CTM-A.U3.E6	Internationalisation, Globalisation, Localisation	
		CTM-A.U3.E6.PC1	S/he knows what internationalisation, globalisation and localisation mean.
		CTM-A.U3.E6.PC2	S/he knows how to deal with terminological issues concerning internationalisation, globalisation and localisation.
CTM-A.U4	TERMINOLOGY PROJECT MANAGMENT AND TEAM WORK (TPW)		
	CTM-A.U4.E1	How to manage terminology projects	
		CTM-A.U4.E1.PC1	S/he is aware about the importance of quality assurance in terminology projects.
		CTM-A.U4.E1.PC2	S/he is familiar with the methodology, management and engineering of quality assurance in terminology projects.
		CTM-A.U4.E1.PC3	S/he knows about the most relevant initiatives and standards related to terminology projects.
	CTM-A.U4.E2	Team work and communication skills	
		CTM-A.U4.E2.PC1	S/he is familiar with the problems that may arise in the team when working in terminology projects.
		CTM-A.U4.E2.PC2	S/he knows how to work with heterogeneous and distributed teams.

CMT-A.U5	TERMINOLOGY STANDARDS AND LEGAL ISSUES (TSL)		
	CTM-A.U5.E1	Terminology and Standards	
		CTM-A.U5.E1.PC1	S/he is familiar with the most important standards for terminology management.
		CTM-A.U5.E1.PC2	S/he knows how to apply which standards.
	CTM-A.U5.E2	How to deal with copyright issues in terminology management	
		CTM-A.U5.E2.PC1	S/he is familiar with the concept of copyright and its application internationally.
		CTM-A.U5.E2.PC2	S/he is aware of copyright issues that may have an impact on terminology management.
	CTM-A.U5.E3	Terminology and product liability	
		CTM-A.U5.E3.PC1	S/he knows how terminology management can have an impact on the liability of products and services.
		CTM-A.U5.E3.PC2	S/he is familiar with the legal framework internationally and the issues that may arise.
		CTM-A.U5.E3.PC3	S/he is familiar with the advantages and limitations of certification against standards.
CTM-A.U6	APPLICATION SCENARIOS (APS)		Each student elaborates and presents his/her own project.