

SKILL UNIT (U)	<b>Skill Card ECQA Certified Terminology Manager_basic</b>		
<b>CTM.U1</b>	<b>UNDERSTANDING TERMINOLOGY MANAGEMENT (UTM)</b>		
	Learning Element (E)		Learning Objectives - Performance Criteria (PC)
	CTM.U1.E1	What is terminology?	
		CTM.U1.E1.PC1	S/he understands the basic principles of terminology theory
		CTM.U1.E1.PC2	S/he understands the basic concepts of terminology theory.
		CTM.U1.E1.PC3	S/he understands the mechanisms of term-concept assignment.
	CTM.U1.E2	Why terminology management?	
		CTM.U1.E2.PC1	S/he is familiar with principles and methods to handle terminology for various practical purposes.
		CTM.U1.E2.PC2	S/he is familiar with the advantage and disadvantages of using terminology management systems.
	CTM.U1.E3	How terminology work is embedded in my organisation and work environment	
		CTM.U1.E3.PC1	S/he understands in which ways terminology is embedded in an organization and work environment.
		CTM.U1.E3.PC2	S/he understands which departments are involved and affected by terminology management.
<b>CTM.U2</b>	<b>TERMINOLOGY MANAGEMENT SKILLS (TMS)</b>		
	CTM.U2.E1	How to search and collect terminology	
		CTM.U2.E1.PC1	S/he knows where to look for relevant information for Terminology Work.
		CTM.U2.E1.PC2	S/he knows how to look for relevant online information for Terminology Work.
	CTM.U2.E2	How to store and retrieve	
		CTM.U2.E2.PC1	S/he understands the basic principles of a terminology management system.
		CTM.U2.E2.PC2	S/he is familiar with the different models of terminology management systems.
		CTM.U2.E2.PC3	S/he is familiar with the basic principles of data modelling/data categories.
		CTM.U2.E2.PC4	S/he knows how to store information in a term bank.

	CTM.U2.E3	How to coin terms	
		CTM.U2.E3.PC1	S/he has gained thorough understanding of term formation and is able to form terms.
		CTM.U2.E3.PC2	S/he knows how to define concepts.
	CTM.U2.E4	How to manage monolingual and multilingual terminology	
		CTM.U2.E4.PC1	S/he is familiar with the basic principles of mono- and multilingual terminology work.
	CTM.U2.E5	How to manage terminology projects	
		CTM.U2.E5.PC1	S/he is familiar with terminology workflows and able to manage a terminological project.
		CTM.U2.E5.PC2	S/he knows which departments perform the different functions when managing a terminological project.
		CTM.U2.E5.PC3	S/he is understands the relationship between terminology and localization.
<b>CTM.U3</b>	<b>TERMINOLOGY STRATEGIES FOR BUSINESS PROCESSES (TSB)</b>		
	CTM.U3.E1	How to present the business case for terminology	
		CTM.U3.E1.PC1	S/he is able to argue the importance of terminology.
		CTM.U3.E1.PC2	S/he knows how to implement a terminology policy.
	CTM.U3.E2	How to calculate and argue costs & return on investments	
		CTM.U3.E2.PC1	S/he is familiar with the factors that affect a calculation of cost and benefit.
		CTM.U3.E2.PC2	S/he can do a basic calculation of cost and benefit of terminology management.
	CTM.U3.E3	How to involve relevant stakeholders	
		CTM.U3.E3.PC1	S/he knows how to identify relevant stakeholders.
		CTM.U3.E3.PC2	S/he knows how to involve relevant stakeholders.
	CTM.U3.E4	How to collaborate with relevant organisational units	
		CTM.U3.E4.PC1	S/he knows why it is important to get relevant departments and other units to collaborate.
		CTM.U3.E4.PC2	S/he knows how to get relevant departments and other units to collaborate.

<b>CTM.U4</b>	<b>TEAM WORKING &amp; COMMUNICATION SKILLS</b>		
	CTM.U4.E1	How to organise team communication	
		CTM.U4.E1.PC1	S/he is familiar with the problems that may arise in the team when working in terminology projects.
		CTM.U4.E1.PC2	S/he is familiar with the factors that may promote good team communication and can implement them.
	CTM.U4.E2	How to manage distributed and diverse teams	
		CTM.U4.E2.PC1	S/he knows how to work with heterogeneous and distributed teams.
		CTM.U4.E2.PC2	S/he is familiar with the different stages of team development.
	CTM.U4.E3	Why Conflict Management?	
		CTM.U4.E3.PC1	S/he is familiar with the factors that may lead to conflict when working in terminology projects.
		CTM.U4.E3.PC2	S/he knows which measures to take in conflict resolution situations.
	CTM.U4.E4	How to train and motivate your team	
		CTM.U4.E4.PC1	S/he knows how to motivate and train a team.
<b>CTM.U5</b>	<b>APPLICATION SCENARIOS</b>		The student elaborates and presents his/her own application scenario.
<b>CTM.U6</b>	<b>TERMINOLOGY STANDARDS AND LEGAL ISSUES</b>		
	CTM.U6.E1	Which standards are relevant?	
		CTM.U6.E1.PC1	S/he has basic knowledge about standards and their role for terminology management.
	CTM.U6.E2	How to deal with copyright issues in terminology management	
		CTM.U6.E2.PC1	S/he is aware of copyright issues that may have an impact on terminology management.
	CTM.U6.E3	What about product liability?	
		CTM.U6.E3.PC1	S/he knows how terminology management can have an impact on the liability of products and services and is aware of legal issues that may arise.