

Skill Card	ECQA Certified Terminology Manager - Engineering (CTM-E)		
SKILL UNIT (U)	Learning Element (LE)		Learning Outcome (LO)
<b>CTM-E.U1</b>	<b>TERMINOLOGY MANAGEMENT IN ENGINEERING</b>		
	CTM-E.U1.E1	Terminology work for Engineering: The big picture	CTM-E.U1.E1.LO1
			CTM-E.U1.E1.LO2
			CTM-E.U1.E1.LO3
	CTM-E.U1.E2	Coining terms and writing definitions for engineering environments	CTM-E.U1.E2.LO1
			CTM-E.U1.E2.LO2
			CTM-E.U1.E2.LO3
	CTM-E.U1.E3	Dealing with essential data categories for engineering terminology	CTM-E.U1.E3.LO1
			CTM-E.U1.E3.LO2
			CTM-E.U1.E3.LO3
	CTM-E.U1.E4	How to structure a terminological entry (equivalents, synonymy and ontologies)	CTM-E.U1.E4.LO1
			CTM-E.U1.E4.LO2
			CTM-E.U1.E4.LO3

<b>CTM-E.U2</b>	<b>TECHNICAL COMMUNICATION AND DOCUMENTATION</b>			
	CTM-E.U2.E1	Interfaces for technical communication and terminology work	CTM-E.U2.E1.LO1	S/he understands the role of terminology management in technical communication
			CTM-E.U2.E1.LO2	S/he knows the current developments in terminology and documentation
			CTM-E.U2.E1.LO3	S/he is familiar with quality assurance in technical communication
	CTM-E.U2.E2	Multilingual documentation (English terminology for non-English speakers)	CTM-E.U2.E2.LO1	S/he understands the purpose of simplified human languages in technical documentation
			CTM-E.U2.E2.LO2	S/he knows the principles of simplified human languages
			CTM-E.U2.E2.LO3	S/he is familiar with the challenges of English terminology for non-English speakers
	CTM-E.U2.E3	Controlled language and relevant tools	CTM-E.U2.E3.LO1	S/he can explain the use of controlled languages
			CTM-E.U2.E3.LO2	S/he understands what controlled language is
			CTM-E.U2.E3.LO3	S/he knows the principles of standardized engineering terminology
	CTM-E.U2.E4	Standards for technical documentation (DITA and more)	CTM-E.U2.E4.LO1	S/he knows the main standards for technical documentation
			CTM-E.U2.E4.LO2	S/he understands the use of DITA
			CTM-E.U2.E4.LO3	S/he is familiar with the main principles of DITA

CTM-E.U3	TERMINOLOGY STRATEGIES FOR BUSINESS PROCESSES (TSB)			
	CTM-E.U3.E1	Terminology planning and policies	CTM-E.U3.E1.LO1	S/he is familiar with the concept of terminology planning and terminology policies.
			CTM-E.U3.E1.LO2	S/he is aware about the importance of terminology development and management.
			CTM-E.U3.E1.LO3	S/he is familiar with the methodology of policy making.
	CTM-E.U3.E2	How to present the business case for terminology	CTM-E.U3.E2.LO1	S/he is able to argue the importance of terminology.
			CTM-E.U3.E2.LO2	S/he knows how to implement a terminology policy.
	CTM-E.U3.E3	How to calculate and argue costs & return on investments	CTM-E.U3.E3.LO1	S/he is familiar with the factors that affect a calculation of cost and benefit.
			CTM-E.U3.E3.LO2	S/he can do a basic calculation of cost and benefit of terminology management.
	CTM-E.U3.E4	How to involve relevant stakeholders	CTM-E.U3.E4.LO1	S/he knows how to identify relevant stakeholders.
			CTM-E.U3.E4.LO2	S/he knows how to involve relevant stakeholders.
	CTM-E.U3.E5	How to collaborate with relevant organisational units	CTM-E.U3.E5.LO1	S/he knows why it is important to get relevant departments and other units to collaborate.
			CTM-E.U3.E5.LO2	S/he knows how to get relevant departments and other units to collaborate.
	CTM-E.U3.E6	Internationalisation, Globalisation, Localisation	CTM-E.U3.E6.LO1	S/he knows what internationalisation, globalisation and localisation mean.
			CTM-E.U3.E6.LO2	S/he knows how to deal with terminological issues concerning internationalisation, globalisation and localisation.

<b>CTM-E.U4</b>	<b>QUALITY AND HARMONISATION IN ENGINEERING</b>			
	CTM-E.U4.E1	Handling inconsistencies	CTM-E.U4.E1.LO1	S/he understands the reasons for inconsistencies in engineering
			CTM-E.U4.E1.LO2	S/he knows how to clean terms without a tool
			CTM-E.U4.E1.LO3	S/he knows how to clean terms with tools
	CTM-E.U4.E2	Updating and maintenance	CTM-E.U4.E2.LO1	S/he understands the challenges of maintaining clean terminology
			CTM-E.U4.E2.LO2	S/he can argue why engineering terminology needs to be updated and maintained
			CTM-E.U4.E2.LO3	S/he knows how to successfully update and maintain engineering terminology
	CTM-E.U4.E3	Workflows and processes	CTM-E.U4.E3.LO1	S/he knows the success factors of setting up a terminology workflow
			CTM-E.U4.E3.LO2	S/he is familiar with examples of successful terminology workflows and processes from industry
			CTM-E.U4.E3.LO3	S/he understands why translation is part of the terminology workflows and processes
	CTM-E.U4.E4	Standards, copyright and product liability	CTM-E.U4.E4.LO1	S/he knows international terminology standards and the principles of copyright and product liability
			CTM-E.U4.E4.LO2	S/he understands the basic principles of harmonization and standardization
			CTM-E.U4.E4.LO3	S/he is familiar with definitions in standards and in engineering

<b>CTM-E.U5</b>	<b>BEST PRACTICE AND WORST PRACTICE</b>			
	CTM-E.U5.E1	Practical examples and case studies delivered by trainers and facilitators	CTM-E.U5.E1.LO1	S/he is familiar with examples and case studies presented by trainers and facilitators
	CTM-E.U5.E2	Participants analyse and comment on one case study presented in CTM-E.U5.E1	CTM-E.U5.E2.LO1	S/he analyses and comments on one case study (oral exam – part 1)
<b>CTM-E.U6</b>	<b>APPLICATION SCENARIOS</b>			
	CTM-E.U6.E1	Application Scenarios	CTM-E.U6.E1.LO1	S/he elaborates and presents his/her own application scenario (oral exam – part 2)