



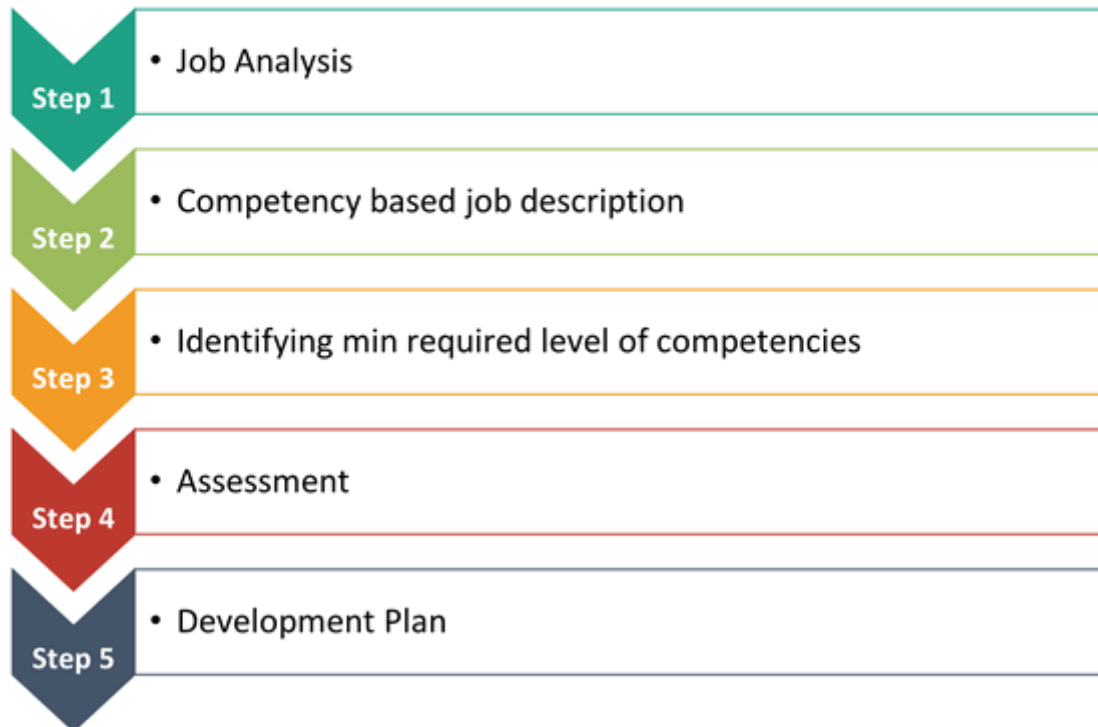
Making the most of our translation tools

- Skills mapping at the Directorate-General for Translation

What is skills/competency mapping?

COMPETENCY MAPPING

The Steps Involved In Competency Mapping



Competencies in translation service provision



Background

CAT tools in use:

- **From 1995-2013: a simple MS Word based tool**
- **2013: migration to a modern tool**

Lessons learned:

- **Enormous need for migration training**
- **Necessity to keep up with the technical development**

Today's challenge

How can we make users keep improving their IT skills and use our tools efficiently, and how do we keep up with the development?

- **Continuous need for follow-up or advanced training**
- **Describing standard workflows**
- **Technology Watch**

Our staff

More than 1500 translators with varying degrees of skills in translation tools

Our objective

- **to enable everyone to use our translation tools efficiently;**
- **to promote best working methods;**
- **to ensure consistent workflows.**

Building a skills catalogue

- **Analyse skills and needs**
- **Identify all typical tasks**
- **Go through the workflow**
- **Prepare flexible training modules**

Different categories of skills according to function/use-case

Standard workflow - Translating

Know which results you get from where and how to handle them

▼ Translation Memory results - how to choose among them

Studio can work with many different translation memories (RET, AL, DWN, MT). Users must be able to identify both the TM and the source of the proposed translations

Training: Euramis-TraDesk-Pret-Studio: interaction (module 2)







User Guide: Check your resources in Studio

› Machine translation

› Enable/disable certain TMs in general or for specific actions (e.g. concordance)

› Set penalties on certain TMs

Different importance of the various skills (frequency of use)

-  Is needed daily by all or most translators
-  Constitutes a critical skill or essential background knowledge
-  Is needed frequently (at least once for every project)
-  Is needed occasionally (for some projects only), or by some translators only
-  Is needed exceptionally
-  Is related to one-off settings

Example of a skill (handling tags)

Handling tags and formatting

- ▼ Which tags must be transferred to the target?

It is important to know that some tags are essential in order to produce the target document.
Learn to recognise these tags.

User Guide: Most important tags

Training: Handling non-translatable text in Studio, handling tags, locking segments (module 8)

- › Which ones can be ignored?
- › How do I best transfer tags from source to target?
- › How do I add additional formatting?
- › Changing the tag display mode

Ways to learn a particular skill

Handling tags and formatting

∨ Which tags must be transferred to the target?

It is important to know that some tags are essential in order to produce the target document. Learn to recognise these tags.

User Guide: Most important tags

Training: Handling non-translatable text in Studio, handling tags, locking segments (module 8)

Enrol for a training module

Studio/CAT tool: Module 8 Handling non-translatable text in Studio, handling tags, locking segments



Courses available soon

Availability

EXPRESS INTEREST

New course dates will be organised according to the level of interest. If you express interest, you are not applying for the course but you will be notified when a new course is organised.

Objectives: Improve your knowledge of DGT's translation tools, increase your IT proficiency and be more efficient in your daily work

DGT

Content:

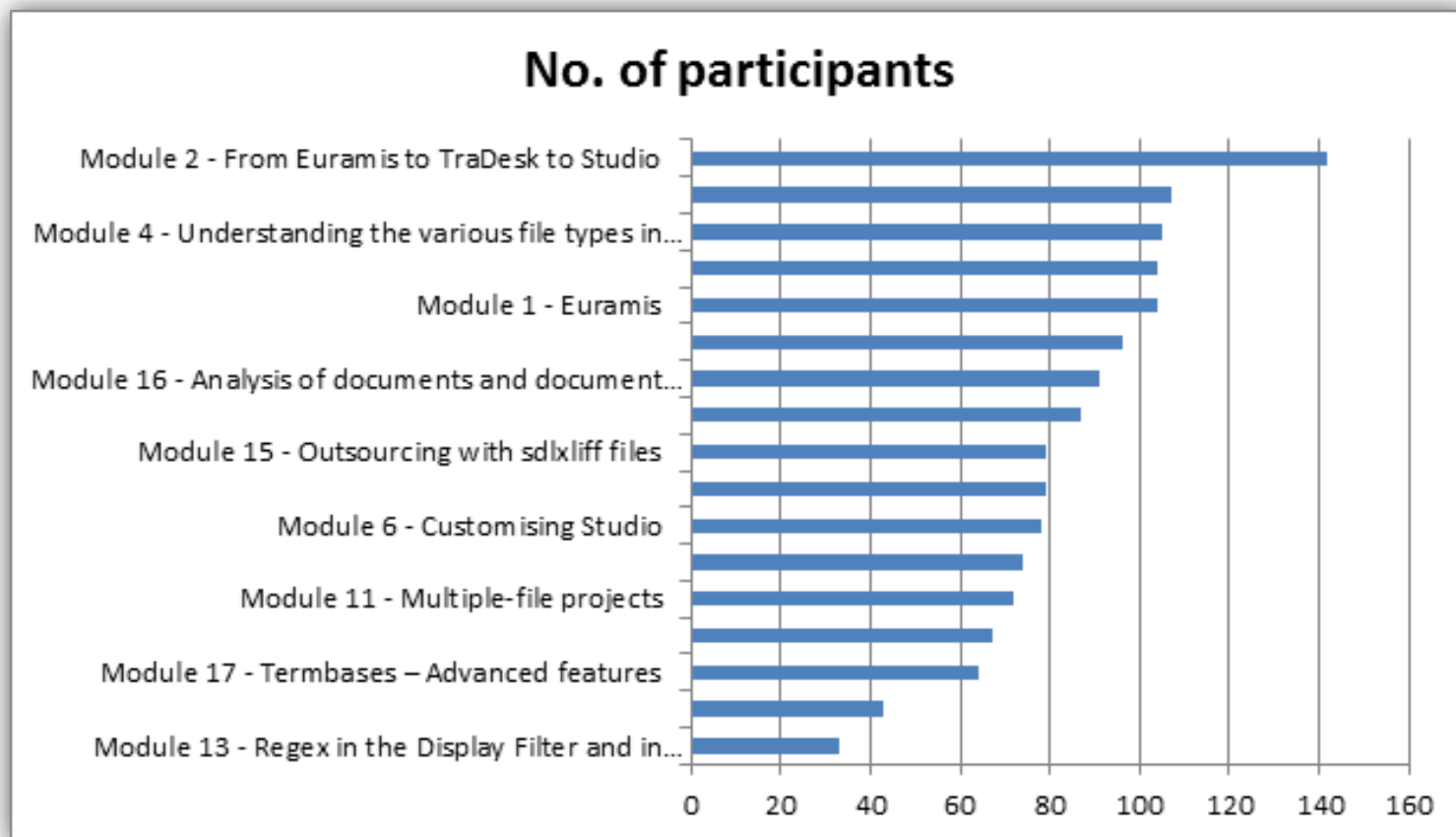
This course covers a large variety of features:

1. Getting Studio to work properly on the recognised tokens, dealing with tags and learning more about lock/unlock segments.
2. Hiding unnecessary content in Word and Excel.

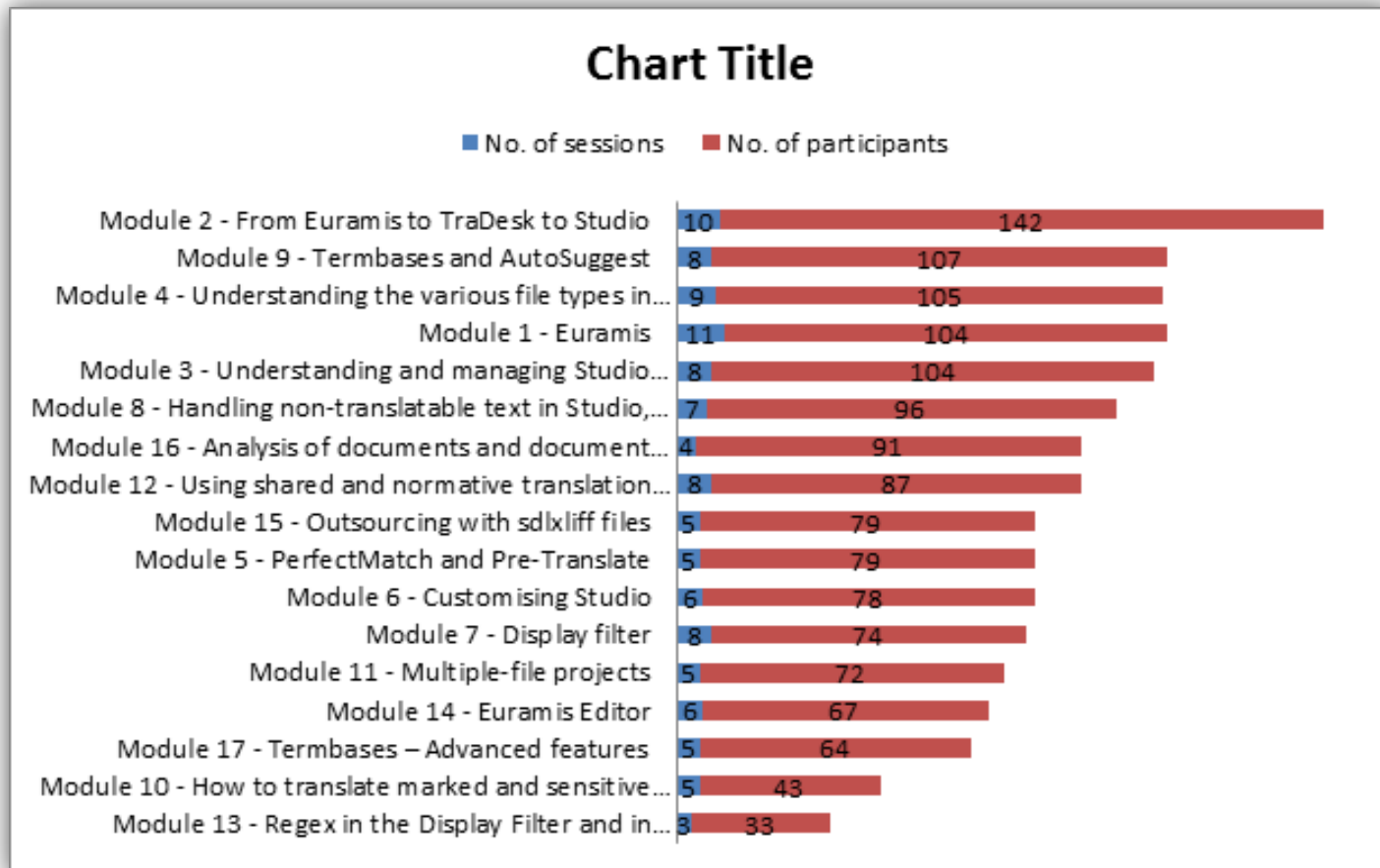
Keeping track of training

- **Registered in the Commissions training catalogue**
- **Typically also listed in our annual appraisal exercises (training & development)**

Most followed modules



Participation figures



Thank you for your attention!