



# Ordre des traducteurs, terminologues et interprètes agréés du Québec

## COMPETENCY CHARTS

To fulfill its mission to promote communication quality and effectiveness by ensuring the competence of its members in translation, terminology, and interpretation, OTTIAQ identified the skills its members must master.

OTTIAQ first identified a series of skills that all members in each professional category (translation, terminology, and interpreting) must possess, then those that all its members must possess. Also included are other skills (indicated in italics) that OTTIAQ intends to promote among its members to enhance their professional status.

A letter code (C = certification, M = mentoring, I = professional inspection) indicates evaluation, training, or mentoring activities in OTTIAQ's Professional Affairs sector to attest to the competence of OTTIAQ members, keeping in mind its mission to protect the public.

<b><u>CERTIFIED TRANSLATORS</u></b>							
<b>COMPETENCY</b>	<b>OBJECTIVE</b>	<b>COMPETENCY INDICATORS</b>					
<b>PERFORM LINGUISTIC TRANSFER</b> (C, M)	<b>Ensure the quality and effectiveness of the transfer</b>	Remain faithful to message content	Ensure stylistic equivalence	Have knowledge of the fields in question	Use appropriate terminology	Integrate new usages and neologisms	Adapt copy to the audience
		Apply quality control methods	Have a reasonable production capacity				

## **CERTIFIED TRANSLATORS (cont.)**

<b>COMPETENCY</b>	<b>OBJECTIVE</b>	<b>SKILL INDICATORS</b>					
<b>COMMUNICATE IN WRITING</b> (C, M )	<b>Ensure the quality and effectiveness of communication through writing skills</b>	Follow spelling rules	Follow grammar rules	Follow syntax rules	Follow punctuation rules	Write clearly, concisely, and accurately	Follow the principles and conventions in use
		Apply quality control methods	Present documents in accordance with client expectations				
<b>MASTER RESEARCH TECHNIQUES</b> (M, I)	<b>Know how to find and use resources to improve the translation and writing process</b>	Use general and specialized reference tools and works	Apply documentary and terminology search techniques	Establish documentary and terminology records and keep up to date			

## **CERTIFIED TERMINOLOGISTS**

<b>COMPETENCY</b>	<b>OBJECTIVE</b>	<b>COMPETENCY INDICATORS</b>					
<b>PERFORM TERM RESEARCH</b> (C, M, I)	<b>Ensure the quality and effectiveness of communication by identifying appropriate terminology</b>	Use works, journals, and general and specialized reference tools	Have knowledge of the fields in question	Know and apply term research methods	In the case of multilingual research, have excellent knowledge of the source language(s)	Standardize terminology	Create a network of resource contacts
		Know the methods for creating neologisms	Adapt terminology to the audience	Solve linguistic issues	Apply quality control methods		
<b>PERFORM THEMATIC TERMINOLOGY RESEARCH</b> (C, M, I)	<b>Ensure the quality and effectiveness of communication by identifying the appropriate terminology</b>	Use works, journals, and general and specialized reference tools	Have knowledge of the fields in question	Know and apply thematic research methods	In the case of multilingual research, have excellent knowledge of the source language(s)	Standardize terminology	Create a network of resource contacts
		Know the methods for creating neologisms	Adapt terminology to the audience	Solve linguistic issues	Apply quality control methods		



<b>COMMUNICATE ORALLY</b> (C, M, I)	<b>Ensure the quality and effectiveness of communication through oral expression skills</b>	Master active listening techniques	Speak loudly (where required) and clearly	Express gestures	Create an atmosphere conducive to communication	Apply quality control methods	
<b>BE FAMILIAR WITH LEGAL PROCEEDINGS</b> (C,M, I)	<b>Be able to integrate into the working environment</b>	Know the principles and conventions in use among the various authorities	Know the roles and duties of the various participants	Inquire about proceeding updates			
<b>MASTER RESEARCH TECHNIQUES</b> (M, I)	<b>Know how to find and use resources to improve interpretation</b>	Use general and specialized reference tools and works	Apply documentary and terminology research techniques	Establish documentary and terminology records and keep up to date			
<b><u>CERTIFIED INTERPRETERS (conference)</u></b>							
<b>COMPETENCY</b>	<b>OBJECTIVE</b>	<b>COMPETENCY INDICATORS</b>					
<b>PERFORM LINGUISTIC TRANSFER</b> (C, M)	<b>Ensure the quality and effectiveness of communication when going from one language to another</b>	Have excellent knowledge of working language combinations certified by OTTIAQ	Remain faithful to the message content in its entirety	Respect cultural references and regionalisms	Respect the language level and tone	Use appropriate terminology	Possess knowledge of the fields in question
		Know the principles and conventions in use	Integrate new usages and neologisms	Speak clearly	Apply quality control methods		



<b>MANAGE THEIR OFFICE OR WORK SPACE*</b> (M, I)	<b>Have an efficient logistical organization for their professional practice</b>	Set up office or work space appropriately	Establish work methods	Plan the financial and legal organization of their practice				
<b>COMPLY WITH THE LAWS, STANDARDS, AND OBLIGATIONS REGARDING THE PROFESSION</b>	<b>Practice the profession in a regulatory framework that ensures quality and guarantees remedies to clients</b>	Comply with the <i>Professional Code</i> and the <i>Code of Ethics</i>	Comply with OTTIAQ regulations	Comply with other applicable laws and regulations	Comply with professional standards of practice			
<b>MAINTAIN UP-TO-DATE KNOWLEDGE</b> (I)	<b>Ensure that skills are always kept up to date</b>	Determine professional development needs	Identify available professional development resources	Provide the resources required to meet professional development needs	Take part in professional development activities			
* May not apply to salaried members								
<b>ACT AS AN ADVISOR</b> (M, I)	<b>Become a resource and partner that clients seek out for advice</b>	Be adept at communicating with clients	Be adept at identifying client needs	Seek out and analyze possible solutions	Agree on appropriate solutions with clients	Implement and monitor solutions		
<b>USE</b>	<b>Use the hardware and software tools</b>	Determine their information and	Select and implement the	Ensure that technology is updated				

<b>INFORMATION AND COMMUNICATION TECHNOLOGY</b> (M, I)	<b>required to efficiently meet client needs</b>	communication technology needs	means identified	and upgraded			
<b><u>ALL MEMBERS</u></b>							
<b>ADDITIONAL COMPETENCY</b>	<b>OBJECTIVE</b>	<b>COMPETENCY INDICATORS</b>					
<b>PROMOTE THE PROFESSION</b> (M, I)	<b>Promote the quality of their professional practice by highlighting their membership in a professional association</b>	<i>Promote the value of OTTIAQ membership</i>	<i>Take part in activities that promote the profession</i>				
<b>PROMOTE THEIR PROFESSIONAL SERVICES</b> (M)	<b>Position their services in the market</b>	<i>Establish a business or career plan</i>	<i>Establish a marketing plan for their services</i>	<i>Establish and maintain business relationships with clients</i>			