
Overview

This standard is about preparing for interpreting assignments. This involves using a range of information sources to prepare for interpreting assignments, for example, internet, leaflets, video, glossaries and technical journals, planning appropriately and organising interpreting activities to create the best conditions for effective interpreting including planning any health and safety considerations, for example, physical, emotional and personal safety. It also includes the need to be fully aware of the role of the professional interpreter, the principles of professional practice, relevant codes of conduct and any relevant legal requirements. This standard is for all interpreters who undertake interpreting assignments.

Prepare for interpreting assignments

Performance criteria

You must be able to:

- 1 review the purpose, scope, subject matter and terms and conditions of engagement for the interpreting assignment
- 2 request a briefing, if appropriate
- 3 request, obtain and review assignment documentation and preparation materials, in advance, where available
- 4 identify and use relevant sources of information and reference materials and draw on existing knowledge to prepare for the assignment
- 5 compile and update a glossary of terminology
- 6 plan appropriately to create the best conditions for effective interpreting, considering:
 - 6.1 the degree of complexity and sensitivity of the interpreting assignment including potential conflicts of interest
 - 6.2 the mode of interpreting to be used (consecutive or simultaneous/whispered, as appropriate)
 - 6.3 the language and interpreting skills required for the assignment including any specialist or domain specific knowledge requirements
 - 6.4 any health and safety considerations
 - 6.5 the likely requirements and expectations of the relevant parties
 - 6.6 the likely cultural considerations
 - 6.7 the physical positioning of participants and self
 - 6.8 any additional requirements, including the need for equipment
- 7 ensure your conduct is in line with ethical considerations, relevant codes of conduct and relevant legal requirements

Knowledge and understanding

You need to know and understand:

- 1 spoken and/or signed language at a complex level for your working languages, which is equivalent to C1 within the Common European Framework of Reference for Languages (please see the Languages NOS for more information)
- 2 the role of the interpreter, the principles of professional practice, relevant codes of conduct, relevant legislation and relevant legal requirements. This includes managing ethical behaviour/principles, conflicts of interest, confidentiality, impartiality, integrity, accountability and professionalism
- 3 the process of interpreting from one language into another and how to overcome the impact of the difference between languages
- 4 the cultures of the languages in which you interpret and their conventions for communication, and the implications of these aspects for the planning of the interpreting assignment
- 5 techniques to deliver effective interpreting between participants
- 6 research methods and techniques relevant to preparing for interpreting assignments
- 7 techniques to research and verify general and domain-specific terminology
- 8 techniques to compile and maintain glossaries of terminology
- 9 sources of general and specialist information to assist with interpreting assignments
- 10 problem solving techniques relevant to interpreting

Links to other NOS

This standard is linked to a number of other standards, in particular:

Interpreting NOS

CFAINT01 Assess your ability to undertake interpreting assignments

CFAINT03 Interpret one-way as a professional interpreter

CFAINT04 Interpret two-way as a professional interpreter

CFAINT05 Evaluate and develop your professional practice as an interpreter

CFAINT06 Produce sight translations within interpreting assignments

CFAINT07 Produce immediate translations within interpreting assignments

CFAINT08 Work with other interpreters

CFAINT09 Undertake remote interpreting assignments

Languages NOS

CFALANG1.6 Read complex text on a wide range of work topics

CFALANG2.6 Speak/Sign using complex language in a wide range of work situations

CFALANG3.6 Write complex text on a wide range of work topics

CFALANG4.6 Understand complex spoken or signed language in a wide range of work situations

Other NOS

CFABI2 Undertake freelance work

Prepare for interpreting assignments

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