



### Introduction

The Europass certificate supplement is a mobility instrument for individuals. Thus, the quality of the translation of this document is of particular importance.

In consequence, a number of basic rules have been identified to ensure an optimal level of quality and reliability of translations.

### I. SELECTION OF THE TRANSLATORS

Translators must be selected on the basis of the following guidelines:

#### PREREQUISITES

Translators must be carefully selected following criteria used in the profession:

- be a qualified native speaker (target language) translator with an excellent command of the source language(s);
- have relevant experience of translation - if possible in the field of vocational education and training (VET) - of the languages concerned, attested by a CV with supporting documents.

#### SELECTION CRITERIA

The following elements should be taken into consideration for the selection of translators:

- in-depth knowledge of VET;
- ability to produce high-quality translation (accuracy of terminology, command of language);
- translation experience (documented by relevant CV and references);
- experience with translation and terminology tools and methods (terminology search, web search, sources).

#### SELECTION PROCEDURE

On the basis of above-mentioned criteria, translators shall be selected through a series of tests in order to check following abilities:

- capacity to translate an existing Europass certificate supplement with an excellent level of quality (accuracy of terminology, command of language)<sup>1</sup>;
- methodology and tools used (terminology search, information sources);
- flexibility (deadlines).

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<sup>1</sup> The translation will be checked against an existing reference translation of the same document, by a native speaker (target language), possibly a VET practitioner.

## II. TRANSLATION OF THE EUROPASS CERTIFICATE SUPPLEMENTS

### REQUIREMENTS

The translation of a Europass certificate supplement shall be executed by a native speaker (target language) in conformity with the above principles.

### PROCEDURE

The following tools and databases (available online at <http://europass.cedefop.eu.int/>), developed by Cedefop, shall be used:

- present quality manual;
- electronic template of the Europass certificate supplement (in all EU languages);
- guidelines for filling in the supplements;
- guidelines for translating the supplements;
- examples of filled-in supplements;
- reference glossary.

The NRP shall provide the translators with these tools and databases (available online at <http://europass.cedefop.eu.int/>).

The translator agrees:

- to check the accuracy of the terminology used in his/her mother tongue by checking existing literature, by searching the web [including European Union official websites (<http://europass.cedefop.eu.int>, [www.cedefop.eu.int](http://www.cedefop.eu.int), [www.trainingvillage.gr](http://www.trainingvillage.gr), [europa.eu.int](http://europa.eu.int), etc.) and through contact with specialists in the field;
- to cooperate with the NRP if required, and integrate suggested modifications, should this be necessary.

## III. QUALITY CONTROL OF THE TRANSLATION

The accuracy of the translation of the Europass certificate supplement shall be checked, preferably by VET specialists chosen by the NRP, according to the following criteria:

- the quality control shall be performed by native speaker(s) (target language), either a translator having a good knowledge of the topic or a VET practitioner having an in-depth knowledge of European vocational education and training policy;
- the quality control shall be performed in the light of the instruments (guidelines and glossary) mentioned above.

The NRP shall be in a position to answer questions asked by the translator or to redirect him/her to the relevant sources.