**TRAINING ASSISTANCE : HOW TO APPLY?**

This notice concerns the academic semester September 2024 - January 2025. The deadline for application is **3rd** **of May 2024 (Friday).**

All requests will be examined during the Evaluation Committee meeting in line with the priorities identified by DG SCIC for the academic year 2024/2025.

**TRAINING ASSISTANCE MENU**

There are 2 different types of training support:

1. **Pedagogical Assistance (PA) onsite sessions (missions) and online sessions:** **this is training support in** **which one SCIC trainer participates.** The following recommendations should be taken into consideration when requesting PA support:

- on page 2 of the application form, clearly indicate the PA module requested, including exam modules. **Please use only one PA application form for all PA and exam requests.**

- in principle, the following PA modules will be provided **online:** First steps in interpreting, Self-training, Professional Ethics, Training for Trainers, Consecutive - advanced, mid-term exams; in principle, the following PA modules will be provided **onsite:** Introduction to note-taking, Introduction to simultaneous, Simultaneous (beginner, intermediate, advanced), Consecutive - beginner, Consecutive intermediate, and final and entrance exams. However, **the Evaluation Committee reserves** **its right to change the default mode of delivery (online vs. onsite)** in line with language priorities, Commission policies, staffing situation or/and public health emergencies.

- please note that the Evaluation Committee will not accept 1-day requests when flights need to be taken to give an onsite session, except for exams;

- **please request a balanced mix between onsite and online sessions** because in line with the Commission’s greening and digitalisation policies, **not all SCIC PA** **support may be given onsite**;

- please be sure to indicate 3 alternative dates for each PA request;

- please indicate your priorities (i.e., give a priority ranking 1 or 2 or 3) as DG Interpretation will not necessarily be able to meet all training requests;

- please bear in mind that PA onsite sessions might move online following the decisions by the Commission, your university or the Belgian or destination member states’ authorities;

- for online PA sessions, we will use the technical setup chosen by the university for online training.

1. **Virtual classes (VCs):** **this is online training support in which several SCIC trainers participate.** These modules are half-day sessions of consecutive or simultaneous practice. SCIC provides A-language trainers and native language speakers.

- on page 3 of the application form, clearly indicate the VC module requested. Please use only one VC application form for all VC requests;

- be sure you indicate your priorities (i.e., give a priority ranking 1 or 2 or 3) as DG Interpretation will not necessarily be able to meet all training requests;

- Please indicate your preferred dates. This helps us coordinate with the Programming Unit, once the Committee decides what VCs to hold

- for VCs, we will use the technical setup chosen by the university for online training.

You may request more than one PA or VC module for a given period.

The content and practical organisation of each module will be discussed between the university and the SCIC trainer ahead of the assignment. This helps to strike a balance between the actual training and time devoted to coordinating with local trainers and preparing pedagogical material/exercises adapted to the specific cohort, debriefing, etc.

**Pedagogical Assistance onsite (missions) and online sessions (one SCIC trainer)**

Master classes - onsite and/or online (PA, TfT). The SCIC trainer is in the lead and in charge of teaching but a local trainer must be present and assist SCIC trainer; the university hosts the session if online

**P1.** First steps in interpreting. This is the first stage of the training process. It involves learning active listening, enhancing concentration, developing analytical skills mainly through ‘memory exercises’.

**P2.** Introduction to note-taking. Typically around 6-8 weeks into the course, a presentation of note-taking techniques for consecutive interpretation. The main focus is on identifying the structure, main ideas and links in a speech.

**P3.** Introduction to simultaneous. How to facilitate the transition from consecutive to simultaneous, being aware of new hurdles and new interpreting techniques and becoming familiar with the booth environment.

**P4.** Self-training. This module is intended to provide guidance to students on how to organise their out-of classroom practice sessions, including elements of speech-making, peer feedback, group and individual study time.

**P5.** Professional Ethics and practical aspects of the profession. Rights and obligations of a professional interpreter; the interpreter as a service provider from an EU employer's point of view.

**T1.** Training for Trainers. Aimed at trainers teaching on an interpreting course. Depending on identified needs and time constraints, can cover speech-making, memory exercises, consecutive, simultaneous, testing including practical role-plays.

PA onsite and/or virtual visits by SCIC trainer in the classroom. The local trainer takes the lead and is in charge of teaching and SCIC trainers assist in the teaching process; the university hosts the session if online

**P6**. Consecutive: please clearly indicate students’ level (beginner, intermediate, advanced) in the application form. At the advanced level of training and following consultations with the relevant Head of Unit, mock tests can be organised as part of this module.

**P7.** Simultaneous: please clearly indicate students’ level (beginner, intermediate, advanced) in the application form. At the advanced level of training and following consultations with the relevant Head of Unit, mock tests can be organised as part of this module.

Examinations onsite and/or online

E1. Aptitude tests

E2. Mid-term tests

E3. Final exams

**Virtual Classes (several SCIC trainers and online)**

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| V1. Basic consecutive | V6. Intermediate simultaneous |
| V2. Beginner consecutive  | V7. Advanced simultaneous |
| V3. Intermediate consecutive |  |
| V4. Advanced consecutive |  |
| V5. Beginner simultaneous |  |