TRAINING ASSISTANCE : HOW TO APPLY?

This notice concerns the academic semester February 2024-August 2024. The deadline for application is **7th of November 2023 (Tuesday).**

All requests will be examined during the Evaluation Committee meeting in line with the priorities identified by DG SCIC for the academic year 2023/2024.

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 <u>one SCIC trainer participates.</u>** 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 ask for 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 of the Commission, your university (to give training sessions online only) or the Belgian or destination member states' authorities;
   - for online PA sessions, the technical equipment used will be the one adopted by the university for online training.

2. **Virtual classes (VCs): this is online training support in which <u>several SCIC trainers participate.</u>** 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;
   - indication of preferred dates is welcome as it helps coordination with the Programming Unit, once the Committee decides what VCs will be organised;
   - for VCs, the technical equipment used will be the one adopted by the university for online training

You can request more than one module for a given period of PA or VC training assistance.

The specific content and practical organisation of each module will be discussed ahead of the assignment between the university and the SCIC trainer, ensuring a reasonable 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): SCIC trainer is in the lead and in charge of teaching but a local trainer must be present and assist SCIC trainer; university hosts the session if online

P1. First steps in interpreting

P2. Introduction to note-taking

P3. Introduction to simultaneous

P4. Self-training

P5. Professional Ethics and practical aspects of the profession

T1. Training for Trainers

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

P6. Consecutive: please indicate clearly 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 indicate clearly 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)

V1. Basic consecutive	V6. Intermediate simultaneous
V2. Beginner consecutive	V7. Advanced simultaneous
V3. Intermediate consecutive	V8. Retour
V4. Advanced consecutive	V9. Trilateral class
V5. Beginner simultaneous	