ISO 17100:2015 Qualified status
Available to Professional Members of the ITIA

International Standard ISO 17100:2015 Translation Services – Requirements for Translation Services is an internationally recognized standard for the provision of translation services and was introduced to meet the market demand for a universally accepted benchmark. It supersedes EN 15038 which has been withdrawn.

ISO 17100:2015 is a process standard. While it does not define quality, it sets out the requirements in relation to core processes, resources and other elements that are necessary for the delivery of a quality translation service.

The standard does not apply to raw output from machine translation, or post-editing, and does not apply to interpreters.

ISO 17100:2015 Qualified status with the accompanying logo is a service offered by the Irish Translators' and Interpreters' Association/*Cumann Aistritheoirí agus Ateangairí na hÉireann* (the ITIA) to its Professional Members (MITIA) as verification that they meet one of the educational qualifications provided for in section 3.1.4 Translator Qualifications of ISO 17100: 2015.
In conjunction with the CPD record of MITIA members and the "CPD Achieved" logo shown for members who record the minimum number of CPD hours required by the ITIA each year, this status aims to eliminate the need for translation service providers to ask ISO 17100:2015 Qualified members of the ITIA for evidence of their qualifications and CPD record.

As a Professional member of the ITIA you can demonstrate that you meet the requirements of the standard:

1. **Qualifications and Experience** Translators need to be able to demonstrate that they have the necessary qualifications and experience. The ITIA entry requirements for Professional members will, in almost all cases, meet the requirements for ISO 17100:2015. Once your details have been verified by the ITIA, an ISO 17100:2015 Qualified logo will be placed on your profile in the ITIA directory, visible to potential clients.

2. **Continuing Professional Development** Compliance with the standard requires a process that will ensure that relevant skills and knowledge are maintained, enhanced and stay up to date. This requirement is met by completing the CPD record in your MY ITIA each year and fulfilling the minimum number of hours of CPD required per calendar year (30 hours). Translation service providers then only need to check your profile on the ITIA directory to establish that you are in compliance with the CPD element of the standard.

3. **Professional Competences** Under section 3.1.3, translators need to demonstrate six professional competences: a) translation, b) linguistic and textual competence in the source language and the target language, c) competence in research, information acquisition, and processing, d), cultural competence, e) technical competence and f) domain competence. All of these competences are likely to be demonstrated each time the translator delivers a piece of work to a TSP. In order to demonstrate these competences, the MITIA will be able to provide a more detailed profile in MY ITIA for the ITIA Directory including, for example, recent assignments, equipment/software used, areas of specialisation and industry sectors.

ISO 17100:2015 Qualified status is a service offered by the Irish Translators' and Interpreters' Association/*Cumann Aistritheoirí agus Ateangairí na hÉireann* (the ITIA) to its Professional Members (MITIA). It serves as verification for their clients and prospective clients that they meet one of the educational qualifications provided for in section 3.1.4 Translator Qualifications of ISO 17100: 2015. In conjunction with the CPD record of the MITIA, shown for those members who record the minimum number of CPD hours per year required by the ITIA, this status aims to eliminate the need for translation service providers to ask ISO 17100:2015 Qualified members of the ITIA for evidence of their qualifications and CPD record.

Benefits of ISO 17100:2015 Qualified status

For the freelance translator
-       Recognition of working to international standards
-       Less time needed to provide proof of qualifications and CPD records
-       Demonstrates professionalism and future planning
-       Demonstrates an understanding of client needs in terms of qualified and experienced language professionals

For the translation service provider
-       Confidence that potential translators work to a recognised standard
-       Confidence that the potential translator is committed to maintaining industry standards
-       Reduces time spent checking the suitability of freelance translators
-       Easy to search ITIA directory.

Please note: ISO 17100:2015 Qualified status is not the same as being ISO 17100:2015 Certified.

To apply for ISO 17100:2015 Qualified status, please complete the form below and submit it to iso@translatorsassociation.ie. There is a one-off administration fee of €50 to obtain ISO 17100:2015 Qualified status. We will request transfer of the fee once your application has been processed.

The final decision on granting ISO 17100:2015 Qualified status lies with the

ITIA Professional Membership Sub-Committee