



Certification scheme LTA

Intralingual Real-Time Subtitler – Velotyper

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1 Scope

This certification scheme specifies the procedure of how the competence of persons in the field of Intralingual Real-Time Subtitling - Velotyper, is being certified by ECQA GmbH.

The certification organization ECQA GmbH is an Austrian company, which is 60% owned by the non-profit organization European Certification and Qualification Association (ECQA).

The object of certification is solely the competence of natural persons.

The certification is largely based on the principles of the International Standard ISO/IEC 17024:2012-07 Conformity assessment - General requirements for bodies certifying persons.

2 Requirements for competence

2.1 Competence Profile

Individuals certified in accordance with this certification scheme are competent to independently plan and deliver Intralingual Real-Time Subtitling - Respeaking as a service, using appropriate technical tools and applications.

2.2 Knowledge and skill requirements

Individuals performing Intralingual Real-Time Subtitling - Respeaking must demonstrate competencies as specified in Sections 2.2.1 through 2.2.6.

2.2.1 UNDERSTANDING ACCESSIBILITY (LTA.U1)

Certified persons must have the following knowledge regarding the basics and framework of accessibility:

- E1: Accessibility, disability, multimodality, and Universal Design
- E2: Target users and their needs
- E3: How to embed accessibility in real-time intralingual subtitling working environments

2.2.2 LINGUISTIC COMPETENCE (LTA.U2)

Certified persons must have the following knowledge related to linguistic challenges of Intralingual Real-Time Subtitling:

- E1: Functionality: Accuracy, readability, and legibility
- E2: Strategies to acquire and develop specific thematic knowledge
- E3: How to cope with speech-related challenges

2.2.3 IT COMPETENCE (LTA.U3)

Certified persons must have the following knowledge related to the use of information technology (IT):

- E1: Input tools
- E2: Output tools
- E3: How to set up the working environment

2.2.4 ENTREPRENEURSHIP AND SERVICE COMPETENCE (LTA.U4)

Certified persons must have the following knowledge related to entrepreneurship and service quality:

- E1: Management and interpersonal skills
- E2: Stress management and personal skills
- E3: Business strategies

2.2.5 Velotyping(LTA.U6)

Certified persons must have the following knowledge related to the framework, implementation, and outcome measurement of velotyping:

- E1: Psycho-cognitive skills: How to listen and speak simultaneously
- E2: Metalinguistic skills: Turning non-verbal elements into verbal
- E3: Typing skills
- E4: Editing skills
- E5: Factors for high performance

2.2.6 PRACTICAL UNIT (LTA.U7)

Certified persons must have the following practical evidence related to Intralingual Real-Time Subtitling and Respeaking:

- E1: A MARS (Most Accurate and Rapid Speech-to-Text) rate of 140 wpm (700 characters) with a 98% accuracy. (See Intersteno comparison table for other languages).
- E2: Interview and oral presentation of knowledge before a committee
- E3: Upload of 2 short videos (3-4 minutes max. each) recorded during a live-session of a real respeaking job

3 Requirements for admission to the examination

Prerequisite for admission to the examination is

- the completion of a 30-ECTS/ECVET training course about the contents listed in section 2. See for example the LTA course available at <https://ltaproject.eu/>

4 Oral examination

The oral examination consists of:

- a successfully passed practical test, such as the MARS test. (not older than 3 months)
 - a successfully passed Interview before a committee. (not older than 3 months)
- Questions will be on topics like:

- A question about real-life scenarios
- A question about professional experience (set up, working conditions, equipment, audience, settings...)
- A question about code of conduct
- A question about 2 short videos (3-4 minutes max. each) recorded during a live-session of a real respeaking job, uploaded before the exam, see 2.2.6

Important:

The evidence of the successfully passed oral examination must be submitted by the candidate within the multiple-choice exam as an upload in the form of pdf files, when prompted at the last questions.

5 Multiple-Choice Exam

The examination is done in writing as a multiple-choice test online. The exam consists of 51 questions, from a pool of more than 150 questions in total, from the five subject areas as per section 2.2.1 to 2.2.5.

In Unit 7, both evidences (MARS test results and confirmation of the interview) must be uploaded to the platform.

The maximum duration of the written exam is set at 1.5 hours.

6 Evaluation Criteria

6.1 Multiple-Choice Exam

Each question is scored with a maximum of one point each. There are several answer options per question. For each learning element (E) according to section 2.2.1 to 2.2.5 at least 60% of the total score must be achieved.

6.2 Overall assessment and examination repetition

In order to pass the overall examination, at least 60% of **all** elements must be achieved. Negatively assessed elements can be repeated at a later date.

7 Issue and validity of certificates

The successful evaluation of the initial certification examination, according to section 5, is a prerequisite for the issuance of a certificate.

The certificates are valid for 3 years.

8 Recertification

8.1 Criteria for renewal of the certificate

In order to renew the certificate, the certificate holder must fulfill the following criteria:

- 8.1.1 The certificate holder must provide evidence of relevant continuing education in the amount of at least 24 hours for the entire certification cycle.
- 8.1.2 The certificate holder must provide evidence of current, relevant practical activity. This must be provided in the form of a description of the activity or project.
- 8.1.3 The recertification fee must be paid by the certificate holder and a valid e-mail address must be provided, so that the new certificate can be delivered electronically.

7.2 Issue of the certificate

After fulfilling all the criteria, according to 7.1.1 and 7.1.2, the certificate is renewed for three years.

7.3 Deadlines

Recertification must take place before the certificate expires. In exceptional cases, recertification may also take place after expiry of the certificate. In this case, the following conditions apply:

- 7.3.1 If the recertification takes place after the expiration of the validity of a certificate within a period of maximum six months, the recertification shall be carried out in accordance with the criteria and process specified in Section 7.1. Otherwise, an audit to the extent of the initial certification shall be performed in accordance with Section 5.
- 7.3.2 The validity of the certificate is always based on the date of initial certification. This means that the date of the initial certification is always taken as the starting point, regardless of the recertification date. that actually took place.