



Certified Localisation Professional (CLP)

Programme



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TILP Certification

Overview

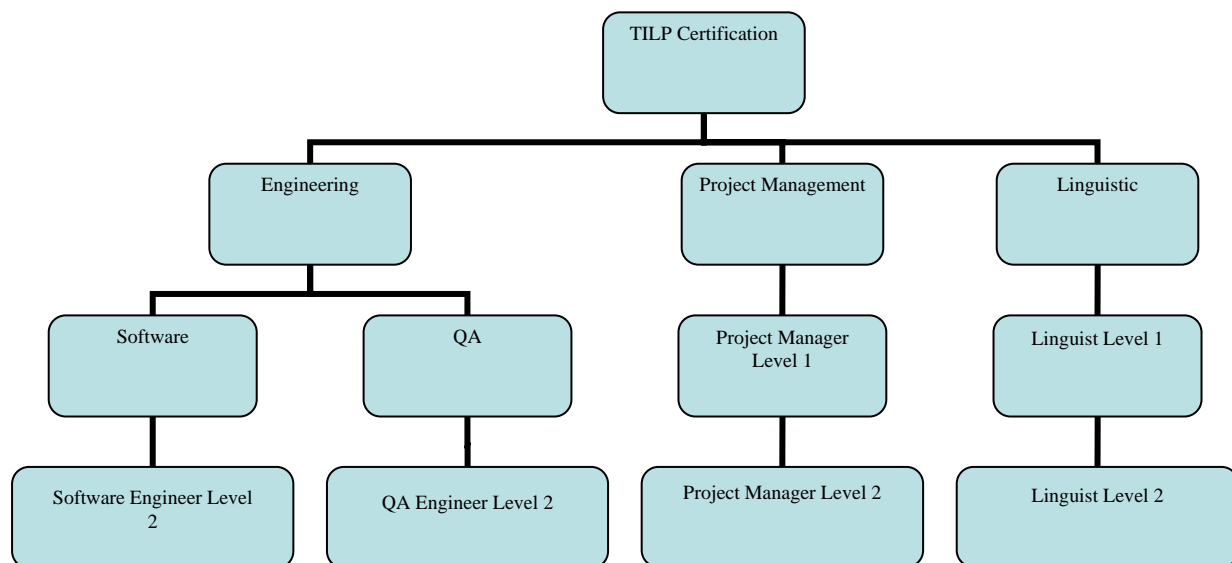
CLP is a globally operating professional certification system, based on requirements established in consultation with key industry players. CLP offers qualifications and a career path for professionals. CLP certification allows professionals greater mobility and provides companies with a globally operating professional standard when hiring.

TILP offers CLP accreditation to audited course and training providers.

Certification

- TILP certifies individuals as having successfully completed a localisation course provided by a TILP accredited organisation.
- CLP is a part requirement for the admission as a Professional Member of TILP.
- Course providers will pay fees for audits and certificates issued to participants. Fees will include one year associate membership of TILP.

TILP currently provides two levels of certification for each of the three professional streams within the localisation industry. The three streams are: Engineering, Project Management and Linguistic. The engineering stream is further broken down into Software and Quality Engineering. Each has a separate certification within TILP because each job has a different skill set. However, for the purposes of TILP professional membership, Engineering is considered as one profession.



Certification outline

The following sections describe the TILP Certified Localisation Professional (CLP) programme in detail and by profession.

For each profession, a table provides an overview of the themes, courses and equivalent qualifications necessary to achieve different levels of certification.

Credits are allocated to each theme to be covered. Courses covering a theme should last a minimum of 6 hours per credit. (For example a 2 credit course should last a minimum of 12 hours.)

Only courses by TILP accredited course providers are eligible under the TILP CLP programme.

Complete CLP Training

Certain CLP Accredited Training Providers (University and Internship courses) are uniquely placed to offer CLP training over an extended period of time. For courses which fall into this category, students that achieve over 70% completion rates in these courses (in their entirety) can apply to be granted full CLP level certification in their chosen area when they present copies of transcripts and other evaluations to TILP.

Complete CLP Level 1 – Engineer, Linguist & Project Manager

Code	Level 1 Professional Area	Theme	Credits
CLPSE1F	Engineer	Complete Level 1 Software Localisation Engineer Qualification	8
CLPLI1F	Linguist	Complete Level 1 Software Localisation Linguist Qualification	8
CLPPM1F	Project Manager	Complete Level 1 Localisation Project Manager Qualification	8

Complete CLP Level 2 – Engineer, Linguist & Project Manager

Code	Level 2 Professional Area	Theme	Credits
CLPSE2F	Engineer	Complete Level 2 Software Localisation Engineer Qualification	8
CLPLI2F	Linguist	Complete Level 2 Software Localisation Linguist Qualification	8
CLPPM2F	Project Manager	Complete Level 2 Localisation Project Manager Qualification	8

Common Compulsory CLP Level Modules

The first four credits of all level 1 CLP certifications are composed of 3 common modules which cover an introduction to the field of localisation and also two different types of common localisation tool (GUI and TM).

These modules are the same for each area of CLP and they (or their equivalent) must be completed before CLP certification will be provided for the candidate.

Compulsory CLP Level 1 Modules for all CLP Streams

All modules in this are must be completed

Code	Software Engineer Level 1 Professional Area	Theme	Equivalent	Credits
CLPC1OV	COMPULSORY MODULE Localisation overview	Localisation Overview & the software engineering lifecycle (TBC)	1 year localisation industry experience	2
CLPC1LT1	COMPULSORY Tools fundamentals 1	MS Windows-based user interface localisation tools		1
CLPC1LT2	COMPULSORY Tools Fundamentals 2	MS Windows- based computer assisted translation (CAT) tools		1
CLP Compulsory Module Total = 4 Credits				

Engineering (Software Engineer & Quality Engineer)

The core task of localisation engineers is the compilation, assembly, bug fixing and quality control of software products from source files.

Software Engineer

The software localisation engineer is responsible for analysing, kitting, bug fixing, and building the localised software product. The job requires a wide range of technical skills. The Software engineer integrates into the overall localisation process and interacts with the core development team, the linguist, the project manager and the Quality engineer.

Quality Engineer

The localisation quality engineer is responsible for ensuring that the localised product meets the required standards before release. Key tasks of the quality engineer include thorough knowledge and setup of the hardware and software environments, product testing, bug logging & tracking and final sign off on the localised software product. The Quality engineer integrates into the process and relates to the core testing team, the linguist, the project manager and the Software engineer.

Additional requirements in Engineering area

In addition to the credits, candidates must have a minimum of 3 months practical experience either in a training or educational environment covering practical project work or in a professional environment.

Minimum number of credits	Practical experience (months)
8	3

Engineer Level 1 Modules

In order to qualify as a Level 1 TILP Certified Engineer in the software engineer or quality engineer category, the candidate must have accumulated 4 credits from the following list of modules. If a candidate wishes to specialise in QA they must complete CLPSQ1IN (the compulsory module in QA) which is worth two credits. QA Candidates must then accumulate two more credits, at least one of which must come from a further QA module.

Code	Software Engineer Level 1 Professional Area	Common Engineering QA	Theme	Equivalent	Credits
Applicants must have completed modules CLPC1OV, CLPC1LT1 & CLPC1LT1 or equivalent.					
CLPC1CF	Computing Fundamentals*	Common	Introduction to Information Technology		1
CLPC1CM	Content Management	Common	Localisation content management		1
CLPC1IN	Internationalisation	Common	Software i18n enablement and coded character sets		1
CLPC1WB	Web Localisation	Common	Introduction to website localisation		1
CLPC1WL	World Languages	Common	Introduction to world languages		1
CLPC1CS	Case Studies	Common	Overview of real world problems and solutions		1
CLPSE1AN	Analysis, Pretranslation & Kitting	Engineering	Analysis, Pre-translation & Kitting Process & Methods		1
CLPSE1BF	Bug Fixing, Verification, Updating	Engineering	Problem solving & Troubleshooting for the software localisation engineer (TBC)		1
CLPSE1BR	Build, Release & File Handling	Engineering	MS Windows-based build, release and file handling		1
CLPSQ1IN	COMPULSORY Introduction to Localisation QA	QA	Introduction to test plans, scripts/cases, bug reporting & classification		2
CLPSQ1MT	Manual Testing	QA	Manual testing procedures		1
CLPSQ1AT	Automated Testing	QA	Generic Technologies		1
CLPSQ1VU	Verification tools and utilities	QA	Verification tools and utilities		1

Software Engineer Level 2 Modules

In order to qualify for Level 2 TILP Certified Software Engineer, the candidate must have accumulated 8 credits from the following list of modules. The first module is compulsory (successful completion of level 1), the remaining 6 credits can be collected from any of the remaining modules.

Code	Software Engineer Level 2 Professional Area	Theme	Equivalent	Credits
Applicants must have achieved CLP L10N Engineer Level 1 Qualification or 3 years industry experience in an Engineering role				2
CLPSE2IN	Internationalisation Analysis	Analysing software applications for internationalisation issues		2
CLPSE2LT1	Localisation Tools Advanced1	Advanced user interface tools training		2
CLPSE2CE	Character Encoding	Character encoding schemes, character sets, and character encoding forms		2
CLPSE2LR	Locale repositories	Gathering, storing, and making available culturally sensitive (locale) information used in application and system development.		2
CLPSE2SA	Scripting & Automation	Batch files, perl scripting, automation of the engineering lifecycle and automated workflows.		2
CLPSE2AS	Apple Script	Scripting for the apple operating system		2
CLPSE2BR	Build and Release	Build and release best practice and automation in the area		2
CLPSE2ST	Standards	XML, XLIFF, TWS		2
CLPC2CF2	Computing fundamentals 2 & Networks	Advanced windows configuration and networks.		2
CLPC2IR	Information Retrieval	Basics of information retrieval		1
CLPC2QM	Quality Management	Quality management of localisation projects and language industry		1

Quality Engineer Level 2 Modules

In order to qualify for Level 2 TILP Certified Quality Engineer, the candidate must have accumulated 8 credits from the following list of modules. The first module is compulsory (successful completion of level 1), the remaining 6 credits can be collected from any of the remaining modules.

Code	Quality Engineer Level 2 Professional Area	Theme	Equivalent	Credits
Applicants must have achieved CLP QA Engineer Level 1 Qualification or 3 years industry experience in a QA Engineering role				2
CLPSQ2TE	Testing Environments	Testing environment setup and maintenance (advanced)		2
CLPSQ2BM	Bug Management	Bug analysis, management and reporting.		2
CLPSQ2AT	Automated Testing	Advanced QA automation and script writing		2
CLPC2CF2	Computing fundamentals2 & Networks	Advanced windows configuration and networks.		2
CLPSQ2OS	OS	Testing on non-standard operating systems – Mobile OS, Double-Byte OS		2
CLPC2IR	Information Retrieval	Basics of information retrieval		1
CLPC2QM	Quality Management	Quality management of localisation projects and language industry		1

Project Management

The project manager is responsible for ensuring that the localised product meets its deliverables in terms of quality cost and time-to-market. The project manager may own the full process or a part of the process, depending on the type and size of the project. Key tasks of the project manager include scheduling, cost management, progress tracking, reporting and communications with all stakeholders.

Project Manager Level 1 Modules

In order to qualify for Level 1 TILP Certified Project Manager, the candidate must have accumulated 4 credits from the following list of modules.

Code	Project Manager Level 1 Professional Area	Theme	Equivalent	Credits
Applicants must have completed modules CLPC1OV, CLPC1LT1 & CLPC1LT1 or equivalent.				
CLPC1IN	Internationalisation	Software i18n enablement and coded character sets		1
CLPC1WL	World Languages	Introduction to world languages		1
CLPC1WB	Web Localisation	Introduction to website localisation		1
CLPC1CF	Computing Fundamentals	Introduction to Information Technology		1
CLPC1CS	Case Studies	Overview of real world problems and solutions		1
CLPC1CM	Content Management	Multilingual Content Management		1
CLPPM1PF	Project Management Fundamentals	Introduction to localisation project management		1
CLPPM1PT	Project Management Tools	Introduction to project management tools, MS Project, LTC organiser etc.		1
CLPPM1SC	Scheduling	Scheduling localisation projects.		1
CLPPM1CO	Costing	Cost tracking and reporting process		1
CLPPM1CP	Communications & Personal Skills	Effective communications in a cross cultural environment and essential personal skills for the Project Manager		1
CLPPM1SM	Sales Management	Managing the sales process		1

Project Manager Level 2 Modules

In order to qualify for Level 2 TILP Certified Project Manager, the candidate must have accumulated 8 credits from the following list of modules. The first module is compulsory (successful completion of level 1), the remaining 6 credits can be collected from any of the remaining modules.

Code	Project Manager Level 2 Professional Area	Theme	Equivalent	Credits
Applicants must have achieved CLP Project Management Level 1 Qualification or 3 years industry experience in a project management role				2
CLPPM2PM	Advanced Project Management	Scheduling complex localisation projects, managing risk and managing costs and budgets.		2
CLPPM2TM	Team management	Effective team management		2
CLPC2LT1	Localisation Tools Advanced 1	Advanced GUI localisation tools training		2
CLPC2IR	Information Retrieval	Basics of information retrieval		1
CLPC2QM	Quality Management	Quality management of localisation projects and language industry		1

Linguistic

A linguist is responsible for the translation, the editing and proof reading of software and user assistance material.

Linguist Level 1 Modules

In order to qualify for Level 1 TILP Certified Linguist, the candidate must have accumulated 4 credits from the following list of modules.

Linguist Level 1 Modules

In order to qualify for Level 1 TILP Certified Linguist, the candidate must have accumulated 4 credits from the following list of modules.

Code	Linguist Level 1 Professional Area	Theme	Equivalent	Credits
Applicants must have completed modules CLPC1OV, CLPC1LT1 & CLPC1LT1 or equivalent.				
CLPC1WL	World Languages	Introduction to world languages		1
CLPC1IN	Internationalisation	Software i18n enablement and coded character sets		1
CLPC1WB	Web Localisation	Introduction to website localisation		1
CLPC1CS	Case Studies	Overview of real world problems and solutions		1
CLPC1CF	Computing fundamentals	Introduction to Information Technology		1
CLPC1CM	Content Management	Multilingual Content Management		1
CLPLI1DI	Documentation	Documentation issues overview		1
CLPLI1SG	Style guides	Introduction to documentation and style guides		1
CLPLI1TA	Terminology Acquisition	Introduction to terminology, term bases and how to create/set up terminology resources		1
CLPLI1MT	Machine Translation	Introduction to Machine Translation		1
CLPLI1CA	Corpus Analysis	Introduction to corpus analysis		1
CLPLI1LR	Linguistic resources	Identification and use of linguistic resources		1

Linguist Level 2 Modules

In order to qualify for Level 2 TILP Certified Linguist, the candidate must have accumulated 8 credits from the following list of modules. The first module (successful completion of level 1) is compulsory; the remaining 6 credits can be collected from any of the remaining modules.

Code	Linguist Level 1 Professional Area	Theme	Equivalent	Credits
Applicants must have achieved CLP Linguist Level 1 Qualification or 3 years industry experience in a linguist role				2
CLPLI2SG	Style guides	Advanced documentation and style guides.		2
CLPLI2TA	Terminology Acquisition (advanced)	Advanced terminology acquisition		2
CLPC2LT2	Localisation Tools Advanced	Advanced Translation Tools training		2
CLPLI2CA	Corpus analysis	Advanced Corpus analysis		2
CLPLI2MT	Machine translation	Advanced Machine Translation		2
CLPLI2TW	Technical Writing	Introduction to technical writing (authoring)		1
CLPC2IR	Information Retrieval	Basics of information retrieval		1
CLPC2QM	Quality Management	Quality management of localisation projects and language industry		1
CLPLI2TC	Telecommunications	Telecommunications training for the translator		1