**National Translation Committee**

**Translation Talent Development Scheme (TTDS)**

**Capability Development Plan Form**

# Section C: Your capability development programme(s)

C1. Please provide details of your capability development programme(s) below. Please use one table for one programme and add more tables if necessary.

For each programme, please furnish the required supporting materials, i.e. proof of enrolment (e.g., letter of acceptance / matriculation) OR application (e.g., application acknowledgement emails) OR awaiting confirmation / invitation (e.g., registration emails) from the programme provider of each programme OR plan(s) to apply for upcoming programmes\* (screenshots of programme details stating the application period if it has yet to commence).

You may include additional notes (e.g., ‘application period for programme will commence at a later date’, etc.).

*\*Programmes of a duration of up to one year must start* ***OR*** *end between 1 April of the application year and 31 March of the following year to be eligible (both dates inclusive). For example, for an application submitted in 2024, the start* ***OR*** *end date of the programme(s) must be between 1 April 2024 and 31 March 2025 (both dates inclusive). Programmes exceeding one year (e.g., degree and postgraduate courses) must end within three years of the application by 31 March. For example, for an application submitted in 2024, the programme must end by 31 March 2027.*

Programme 1

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| --- | --- |
| Name of programme provider |  |
| Programme title |  |
| Country/region where programme is held |  |
| Programme type *(Check one only.)* | [x]  Short course/workshop/intensive summer course[ ]  Diploma/Degree/Postgraduate programme (part-time)[ ]  Diploma/Degree/Postgraduate programme (full time)[ ]  Conference/seminar/webinar[ ]  Certification examination |
| Programme start date |  | Application period for programme |  |
| Programme end date |  | Applied for programme? (*Highlight ‘Yes’ or ‘No’.*) | Yes / No  |
| Duration of programme |  | Selected for programme? (*Highlight ‘Yes’ or ‘No’.)* | Yes / No |
| Website of programme provider |  |
| Notes (if any)  |  |
| Programme costs*(If exact figures are not available, you may provide an estimated figure.)* | Programme fee (e.g., course/workshop/conference/examination fee) | (indicate currency and amount)  |
| Cost of compulsory training materials | (indicate currency and amount)  |
| Economy-class airfare for one return flight from Singapore to programme venue\* | (indicate currency and amount)  |
| Visa fees (if required)\* | (indicate currency and amount)  |
| **Total cost**: *(indicate currency and amount)*  |

*\*For programmes conducted overseas. Not applicable if conducted online and physical attendance is not required.*

*(For multiple programmes, please copy and paste the table above and label it as Programme 2, Programme 3, and so forth.)*

C2. Have you received any other sources of funding from the Government (except MOE tuition fee grants and subsidies, grants and other funding from SkillsFuture Singapore) or other public and/or private organisations for any of the programmes above? (Check one box only.)

[ ]  No

[ ]  Yes, please specify details:

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# Section D: Your capability development plan

In this section, you will explain your capability development plan and how your proposed programme(s) can help you in your capability development. All questions should be answered in full, in not more than 300 words.

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| D1: Your strengths and accomplishments (in not more than 300 words)* *What are your strengths as a translation/interpretation practitioner?*
* *What are your significant accomplishments in translation/interpretation to date?*
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| D2: Your capability development objectives (in not more than 300 words)* *Which translation/interpretation-related focus area(s) or skill(s) do you wish to develop?*
* *What are your specific capability development objectives?*
* *How will your proposed programmes help you meet your capability development objectives? Please explain.*
* *How will meeting these objectives support and advance your translation/interpretation practice?*
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| D3: Achieving your capability development objectives (in not more than 300 words)* *How would you determine that your capability development objectives (as stated in D2) have been met?*
* *How will you track and review your progress towards achieving your capability development objectives?*
* *How do you plan to apply what you have learnt in your work?*
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| D4: Your contribution to the translation/interpretation sector (in not more than 300 words)* *Where do you see yourself in the next three years?*
* *How do you intend to contribute to the translation/interpretation sector? Explain with concrete examples of initiatives or projects you plan to participate in or even lead.*
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# Section E: Education and Work Experience

E1. Please indicate your major translation and/or interpretation projects in the past three years, starting with the most recent project.

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| From  | To | Client | Referee’s Contact Details | Brief Project Information & Your Role |
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E2. Please indicate your work experience, starting with the most recent position.

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| --- | --- | --- | --- | --- |
| From | To | Company | Position Held | Brief Description of Your Role |
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E3. Please indicate your education background, starting with the most recent qualification/certification obtained.

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| From | To | Institution | Country | Qualification/Certification |
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