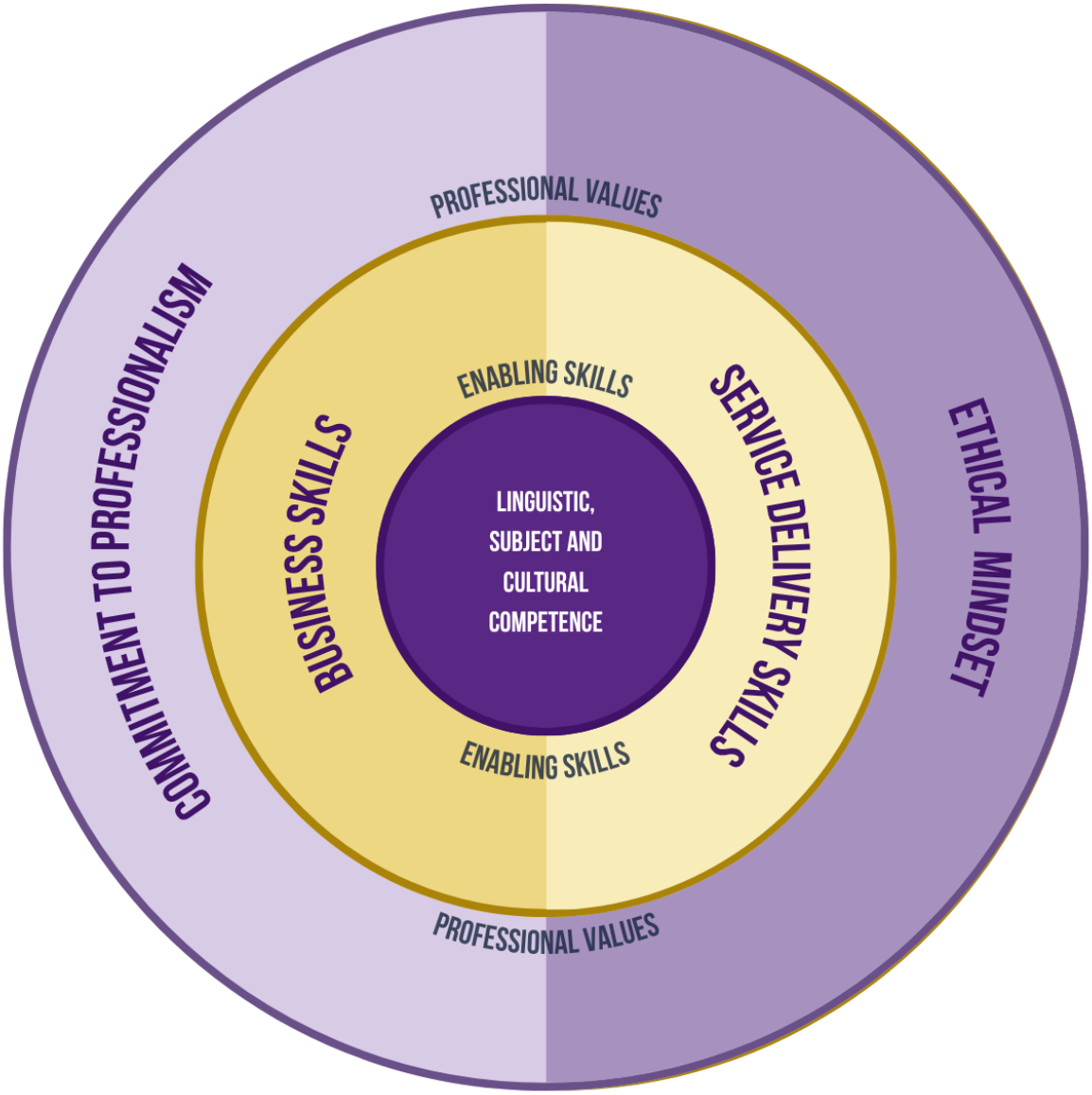
# ITI PROFESSIONAL PRACTICE FRAMEWORK



## 1. LINGUISTIC, CULTURAL AND SUBJECT COMPETENCE

**1.1** Core language competence possesses linguistic ability, fluency and range in source and target languages

**1.2** Fitness for purpose: balances fidelity to the source material with transparency of expression in the target language, according to the requirements of the brief or assignment

**1.3** Cultural awareness: understands cultural references, social norms and communication conventions in the source and target languages

**1.4** Specialisation: possesses the subject knowledge and terminology in the source and target languages appropriate to the chosen field(s) of practice

**1.5** Research skills: finds, evaluates, and applies relevant information and terminology to support professional practice

**1.6** Critically evaluates and, where appropriate, uses tools and technologies for language work

## 2. BUSINESS SKILLS

**2.1** Manages financial administration, including budgeting, record keeping, invoicing and payment follow-up

**2.2** Organises and prioritises workload, applying sound project management practices to ensure timely delivery to specification

**2.3** Understands and complies with legal requirements for business activities

**2.4** Critically evaluates and, where appropriate, uses tools and technologies to manage operations

**2.5** Applies marketing skills to promote services

**2.6** Negotiates effectively with clients on all aspects of projects, assignments, and consultancy work

## 3. SERVICE DELIVERY SKILLS

**3.1** Acts as a professional adviser to clients, promoting understanding of quality, professional standards, and fair rates for language services

**3.2** Sets and manages client expectations, keeping clients informed throughout the engagement

**3.3** Builds positive, lasting professional relationships

3.4 Works collaboratively and effectively with other professionals in multidisciplinary and team settings, where required

3.5 Critically evaluates and, where appropriate, uses tools and technologies for the delivery of professional services

3.6 Uses innovation and creativity to add value where appropriate

## 4. COMMITMENT TO PROFESSIONALISM

4.1 Holds formal qualifications or recognised credentials

4.2 Maintains membership of a relevant professional association (e.g., ITI, CIOL, AIIC, MET) and adheres to its code of professional conduct

4.3 Maintains and develops professional knowledge and skills through CPD, reflective practice and keeping abreast of the changing professional landscape

4.4 Makes independent professional decisions with confidence

4.5 Strives to produce high-quality work and meet the highest professional standards

4.6 Manages own wellbeing, recognising the demands of professional practice and the importance of sustainable working habits

4.7 Engages with and contributes to the wider professional community, including sharing knowledge and supporting others in the field

4.8 Recognises role in shaping public perception of the profession and promoting its value

## 5. ETHICAL MINDSET

5.1 Acts with integrity and honesty in all professional dealings and is accountable for their outcomes

5.2 Recognises and exercises a duty of care to end users of their work

5.3 Respects confidentiality of all information received in the course of professional work and handles data with discretion and care

5.4 Strives to be impartial and objective

5.5 Considers the environmental and social impact of their professional practice and adopts responsible working practices where possible