
Translation and Interpretation Services Procedure

PURPOSE

The purpose of this procedure is to provide guidance on the provision of formal translation and interpretation services to New Brunswick Community College (NBCC).

SCOPE AND LIMITATIONS

This service can only be performed by a certified service provider recognized by the Corporation of Translators, Terminologists, and Interpreters of New Brunswick (CCTINB).

This Procedure applies to:

- any documents that are intended for circulation externally or for publishing that require translation.
- any situation where NBCC procures the services of an interpreter.

This procedure does not apply to:

- the translation of legal texts that are the responsibility of the Department of Justice.
- foreign languages, i.e., languages other than English and French.
- internal communications within NBCC.

1.0 DEFINITIONS

Not applicable

2.0 IMPLEMENTATION

Anyone requiring assistance in the procurement of translation or interpretation services will reach out to the Translation Coordinator.

2.1 Approval

- The decision to procure translation and/or interpretation services lies with the respective budget manager.
- NBCC's primary source will be the Translation Bureau, Department of Government Services. If an alternate source is required, they must be a CCTINB certified service providers, and standard NBCC procurement guidelines must be applied.

2.2 Submitting a Request

- Appropriate approval from budget manager is obtained.
- Document is submitted to translation coordinator by email.
 - Request must include requesters name and contact information, intended audience, budget coding, and required by date.
- Translation coordinator submits request through the New Brunswick Translation Bureau FlowFit Client Portal.

- Once completed, the translation coordinator will receive the document from the translation provided and return to the requester via email.

3.0 OTHER RELATED DOCUMENTS

Not applicable