

## The Labour Law Translation Course

The Labour Law Translation Course ('LLTC') is a new Dutch-English translation course in the field of employment and social security law. It consists of an introductory session of 2 hours and 5 sessions of 3½ hours and is aimed, on the one hand, at increasing the student's insight into and knowledge of this area of law and, on the other hand, at translating texts in the field of employment and social security law.

The course can also be taken in writing, i.e. by email correspondence. The correspondence course has the same programme as the regular course (except that there is no introductory session).

### Learning goal

The course focuses, first and foremost, on increasing the student's general knowledge of this area of law, as it enables the student to solve the problems he or she faces in practice far more quickly. In addition, the student becomes acquainted with a large number of documents relating to employment law, for example, including employment agreements, dismissal applications with the UWV-Werkbedrijf, settlement agreements and procedural documents relating to employment disputes.

In this way the student learns the relevant terminology and 'standard phrases'.

It also gives an overview of the reference works and other sources of information available to the translator.

### Target group

The course is aimed in particular at interpreters and translators who want to work for lawyers specialising in employment law and who, in view of the strict requirements of translation practice, want to increase and improve their knowledge and translation techniques in this field.

### Course structure

<b>Introductory session (only in the case of the regular course)</b>	
<b>Session 1</b>	
a.	Discussion of the 'Survival Kit LLTC' – Introduction to employment law using the Questionnaire LLTC-1 – discussion of various hand-outs
b.	Translation assignment 1 (D-E)
c.	Translation assignment 2 (D-E)
d.	Translation assignment 3 (D-E) (informal)
<b>Session 2</b>	
a.	Introduction to employment law using Questionnaire LLTC-2
b.	Translation assignment 1 (D-E)

c.	Translation assignment 2 (D-E)
d.	Translation assignment 3 (D-E) (informal)
<b>Session 3</b>	
a.	Introduction to employment law using Questionnaire LLTC-3
b.	Translation assignment 1 (D-E)
c.	Translation assignment 2 (D-E)
d.	Translation assignment 3 (D-E) (informal)
<b>Session 4</b>	
a.	Introduction to employment law using the Questionnaire LLTC-3
b.	Translation assignment 1 (D-E)
c.	Translation assignment 2 (D-E)
d.	Translation assignment 3 (informal)
<b>Session 5</b>	
a.	Introduction to employment law based on Questionnaire LLTC-5
b.	Translation assignment 1 (D-E)
c.	Translation assignment 2 (D-E)
d.	Translation assignment 3 (D-E) (informal)

## Teaching materials

No course syllabus will be used for this course. However, the student is expected to purchase a number of works mentioned on the Survival Kit. In addition, a large number of handouts are issued, including many model translations.

## Survival Kit LLTC

Barnard, Catherine, *EU Employment Law*, 4th edition, Oxford University Press, 2012 (ISBN: 978-0-19-969292-7)

*Blackstone's Statutes on Employment Law 2013-2014*, ed. Richard Kidner, 3rd edition, Oxford University Press, 2013 (ISBN: 978-0199678570)

**Bouwens, W.A.H.C.M. & W.L. Roozendaal & M.S. Houwerzijl, *Schets van het Nederlandse arbeidsrecht*, 24<sup>th</sup> edition, Kluwer, 2017 (ISBN: 9789013141474) (EUR 48.75)**

*The Civil Code of the Netherlands, 2<sup>nd</sup> Revised Edition*, red. Hans Warendorf, Richard Thomas, Ian Curry-Sumner, Kluwer Law International, 2013 (ISBN: 978-9041134127)

End, A. van den, *Juridisch-Economisch Lexicon – The Legal and Economic Lexicon*, Zeist: Gateway, 2011 (book, E-book or online version)

*European Employment and Industrial Relations Glossary: Netherlands*, Sweet & Maxwell – Office for Official Publications of the European Communities, 1996 (ISBN: 978-0421447905) [Now available online at <http://www.eurofound.europa.eu/emire/emire.htm>.]

Grapperhaus, Ferdinand B.J. en Leonard G. Verburg, *Employment Law and Works Councils of the Netherlands*, 2<sup>nd</sup> edition (Dutch Business Law, Book 2), Kluwer Law International, 2009 (ISBN: 978-9041128584) (EUR 55,99)

Heerma van Voss, G.J.J., *Inleiding Nederlands Sociaal Recht* (11<sup>th</sup> ed.) (Boom Juridische Uitgevers, 2017) (ISBN: 9789462901841) (EUR 46)

Pitt, Gwyneth, *Employment Law* (Ninth Edition) (Sweet & Maxwell, 2014) (ISBN: 9780414025660)

**Taylor, Stephen & Astra Emir, *Employment Law – An Introduction*, 3rd edition, Oxford University Press, 2012 (ISBN: 978-0199604890) (EUR 43,99)**

N.B. Red-coloured books are indispensable; the others are recommended. Prices are subject to change.

### **Where and when**

The regular LLTC is currently not scheduled. As soon as it is scheduled, the dates will be listed on this website. (The regular course can also be organised on request if at least two participants enrol together. In that case, the dates may be fixed by mutual agreement.)

The vacation schedule of the North Netherlands region is observed.

The correspondence course can be started at any time (with the proviso that the vacation schedule of the region of the Northern Netherlands is observed). The starting date of the written course is the first Thursday (which is not a vacation period) after completion of the paperwork formalities (submission and receipt of the enrolment form, transfer and receipt of the enrolment fee, confirmation of enrolment and transfer/receipt of the course fee).

In the correspondence course, the student must submit the theoretical and translation assignments by email. The next week they will be returned with comments and suggestions. Any additional questions may also be submitted by email. The model translations and other teaching materials are sent to the distance learner by email. Those who wish to enrol for the correspondence version must indicate this on the enrolment form under 'name of the course'.

As far as the pace of the course is concerned: precisely because many 'distance students' have busy work elsewhere, a structure has been chosen in which the student can determine his or her own pace if he or she so wishes. This means that it is not a problem if the student does not manage to submit an assignment every week. An extension is permitted. However, the rule is that the course programme (5 assignments) must in any case be completed within 15 weeks (excluding vacation periods). If the programme is not completed within these 15 weeks, the remainder of the course may be paid for at a proportionate additional fee.

## **Certificate & PE points**

There is no examination attached to the course; the successful student receives a certificate and (if applicable to the relevant student) a statement for the award of PE points by the Bureau WBTV.

The regular course qualifies for 37 PE points. The correspondence course qualifies for 25 PE points.

## **Course fee**

The regular course costs EUR 450. The correspondence course costs EUR 350 and is subject to the same enrolment and payment conditions as the regular course. Those who wish to enrol for the correspondence course must indicate this on the enrolment form with the 'name of the course'.

The course fee includes the study material to be provided during the course; textbooks will be at the student's expense.

## **Enrolment**

If you wish, you can enrol for the regular LLTC course during the introductory session/information evening mentioned above, but you can already book a place now by returning the completed enrolment form upon transferring the enrolment fee of EUR 50; the latter may be wise because of the limited number of students that can be admitted to the regular course.

You can enrol for the correspondence course at any time (with the proviso that the vacation schedule for the region of the Northern Netherlands region is observed).

**N.B.1** If you need additional information or if you would like to make an appointment for a personal introductory interview, you can contact us by telephone.

**N.B.2** In addition to the regular and correspondence courses in the field of employment and social security law, we can also provide customised courses or private lessons in this field!