



Pearson

## Use of languages in qualifications policy

**Quality Services and Governance**

Version 3.3 / November 2017

# Contents

1.	Qualifications this policy applies to .....	3
2.	Policy statement .....	3
3.	Assessments in Welsh or Irish language .....	3
	Providing specifications and external assessment in Welsh or Irish .....	3
	Internal assessment of vocational qualifications .....	4
4.	Assessments in other languages .....	4
	Internal assessment of vocational and competence based qualifications in other languages .....	4
	External assessment of vocational qualifications in other languages .....	4
5.	How to apply to deliver or assess vocational and competence based qualifications in Welsh, Irish or other languages .....	5
6.	Training, standardisation and centre guidance materials .....	6
7.	Certification .....	6
8.	Regulatory references .....	6
9.	Policy review date .....	6
10.	Useful contacts .....	6
11.	Appendix 1: Translator conflict of interest declaration .....	7
	Declaration - to be signed by the Head of Centre and the individual who is providing translation services .....	8
	Translator .....	8
	Head of Centre .....	9

## Who and what is this policy for:

This policy is for centres delivering Pearson qualifications who want to receive and assess learner work in a language other than English.

The policy describes what centres need to consider before assessing work in other languages and how to apply to assess work in languages other than English.

### Use of languages in qualifications policy

Owner International Regulation Manager

Authorised by Responsible Officer

November 2017 version 3.3 DCL 1: Public (Unclassified)

Ratified by PUKLT December 2017

# Pearson Education Ltd – Our Mission and Values

Welcome to Pearson, the world's leading learning company. We have a simple mission: to help people make more of their lives through learning. Whether it's at home, in the classroom or in the workplace, learning is the key to improving our life chances. We are the UK's largest awarding body and we are regulated by Ofqual (England), SQA Accreditation (Scotland), CCEA Accreditation (Northern Ireland) and Qualifications Wales (Wales). We offer academic and vocational qualifications that are globally recognised and benchmarked, with educational excellence rooted in names like Edexcel, BTEC, and LCCI.

Our regulatory policies are integral to our approach and articulate in a consistent way how we meet regulatory requirements. These policies are designed to support centres and learners with the design, delivery and award of Pearson qualifications and services.

## 1. Qualifications this policy applies to

- 1.1 This policy applies to all of our general, vocational and academic qualifications, assessed in the UK and across the world, unless otherwise agreed by regulators and/or stated in the qualification specification.
- 1.2 For information about qualifications assessed in British Sign Language you should read the [JCQ Access Arrangements and Reasonable Adjustments Policy](#).

## 2. Policy statement

- 2.1 We will produce qualification assessments and supporting materials in English. Generally, assessment of our qualifications is in English, but in some cases we'll support the assessment of learners in other languages.

## 3. Assessments in Welsh or Irish language

### Providing specifications and external assessment in Welsh or Irish

- 3.1 Generally, assessments in England are carried out in English. We will normally provide qualification specifications and assessment materials in English but may also provide such materials in Welsh and/or Irish.
- 3.2 When reviewing requests to provide qualifications or assessments in Welsh or Irish, we will consider (this list is not exhaustive, there may be other considerations):
  - learner need;
  - whether we are the sole provider of the qualification;
  - sectors that we identify as priority for development;
  - impact on the validity of the award;
  - whether there are subject experts available to support the assessment in languages other than English; and
  - commercial viability including the availability of funding.

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- 3.3** When a qualification is provided in Welsh, all essential support materials for learners will also be in Welsh. This is likely to include sample assessment materials and any parts of the specification or other documents that learners are expected to read before attempting assessment.

### Internal assessment of vocational qualifications

- 3.4** We will support the internal assessment of learners in Irish or Welsh. In order for us to support you we need you to let us know at the point of learner registration that you intend to do this. This is to check that any assessment in Welsh or Irish is to the same standard as the assessment in English.
- 3.5** We will conduct all quality assurance activities in English.
- 3.6** Verification and reporting will also be in English. We'll allocate a Welsh or Irish speaking Standards Verifier where possible. If this isn't possible, we'll make alternative arrangements with the Standards Verifier allocated and will provide translation services.

## 4. Assessments in other languages

### Internal assessment of vocational and competence based qualifications in other languages

- 4.1** Before you register learners, you'll need to apply for approval if you intend to receive and assess learner work in a language other than English.
- 4.2** We'll support learners producing material for assessment in languages other than English, Welsh or Irish, unless this is barred by the qualification specification. UK regulators allow for learners to be assessed in any other language *where it is one of the primary objectives of the qualification to support a role in the workplace, providing that proficiency in English/Welsh/Irish is not required for the role supported by the qualification*. We'll need specific assurance that the assessment is accurate and meets the same standard as assessment in English, Welsh or Irish. This could include cases where these qualifications are delivered overseas for people who will not be employed in the UK.
- 4.3** We'll need specific assurance that the assessment is accurate and meets the same standard as assessment in English, Welsh or Irish.
- 4.4** We'll conduct all quality assurance activities in English, including verification and reporting.

### External assessment of vocational qualifications in other languages

- 4.5** We do not normally offer external assessment in other languages.

#### Use of languages in qualifications policy

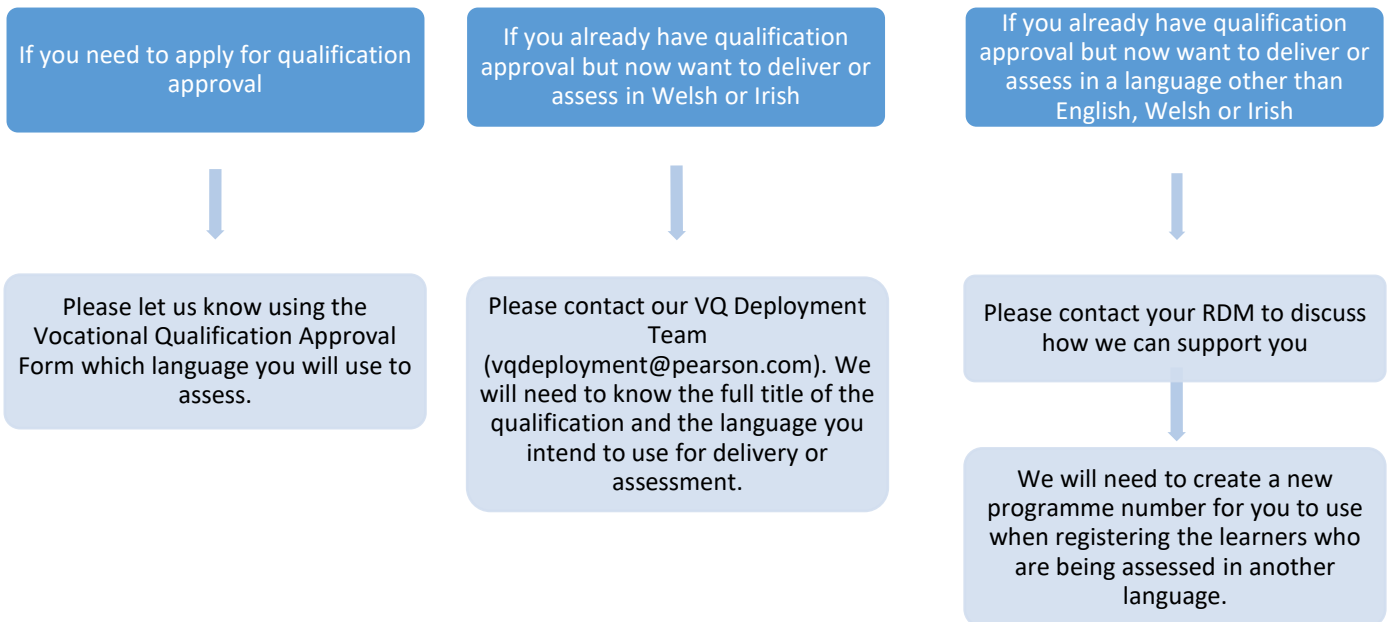
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## 5. How to apply to deliver or assess vocational and competence based qualifications in Welsh, Irish or other languages



You'll need to check that:

- The learners understand the progression and certification effects of completing a vocational qualification (learning or assessment) in a language other than English.
- You can provide and fund a translator with a minimum of three years' experience.
- The person providing translation services for you has no conflict of interest, in other words, that the translator has no interest in the outcome of the assessment decision they are translating.
- You can arrange the translation of learning/assessment materials to take place verbally, on the day of the visit while the Standards Verifier is present.
- Translators and the Head of your Centre will be available to sign a declaration (template available in Appendix 1) whenever possible, in front of the standards verifier to confirm that there is no conflict of interest and the Translator has appropriate qualifications and/or a minimum of three years' experience.
- You're able to keep a signed copy of the declaration which can be accessed during a Standards Verifier visit and for any other audit purposes.

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## 6. Training, standardisation and centre guidance materials

6.1 Training, standardisation and centre guidance materials will normally only be available in English.

## 7. Certification

7.1 Where a learner produces any material for assessment in a language other than English, this will be stated on the certificate. For learners in Wales, this will apply if the language of assessment was a language other than Welsh or English, and in Northern Ireland if the language of assessment was a language other than Irish or English.

## 8. Regulatory references

8.1 UK regulators require all awarding organisations to establish and maintain their compliance with regulatory conditions and criteria. As part of this process, policies that relate to Pearson's status as an awarding organisation will reference any particular conditions and criteria that they address.

8.2 This policy addresses the following regulatory criteria and conditions:

<u>Ofqual/CCEA Regulation/Qualifications Wales General Conditions of Recognition</u>	
Conflicts of Interest	A4
The Content of Certificates	I3.2, I3.4
Language of the assessment	G2
<u>SQA Accreditation Regulatory Principles (2014)</u>	
The awarding body shall ensure that it has robust systems and processes for the identification, design, development, implementation and review of qualifications, which meet the needs of users.	Principle 9
The awarding body shall ensure that its qualifications and their assessment are inclusive and accessible to learners.	Principle 11

## 9. Policy review date

9.1 November 2018

## 10. Useful contacts

10.1 Centres in the UK can [contact us here](#).

10.2 Centres outside of the UK can contact:  
[internationaleo@pearson.com](mailto:internationaleo@pearson.com)

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# 11. Appendix 1: Translator conflict of interest declaration

You must have approval from us before you register learners and receive or assess their work in a language other than English.

We'll always conduct verification and reporting in English. We will support assessment of vocational qualifications in languages other than English unless this is specifically barred by the qualification specification. We will need assurance that the assessment is accurate and meets the same standard as assessment in English.

Learners assessed in a specific language must be registered in separate groups so that we can arrange the quality assurance needed.

For the purpose of verification, you must fund and provide a translator. Any person translating assessment materials for you should have no conflict of interest, in other words, that the translator has no vested interest in the outcome of the assessment decision they are translating. You're responsible for making sure that any person you contract to provide translation services are appropriately qualified or have a minimum of three years translation experience, and you'll both need to sign a conflict of interest declaration.

It's important that you keep a copy of the declaration and make sure it's available for the Standards Verifier during quality visits or for any other audit purposes.

## Declaration - to be signed by the Head of Centre and the individual who is providing translation services

Programme Title	
Programme Number	
Language used for delivery and assessment:	

### Translator

I (print name)

have translated the learning/assessment materials without bias or personal interpretation

have read and understood the statement in Appendix 1 and have no vested interest in the outcome of the assessment decision for which I am translating

I confirm that I have a translation qualification and/or a minimum of three years translation experience

Signature	
Print Name	
Contractual relationship with the Centre	

Current employment:	
Centre Name	
Centre Number:	
Date:	

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## Head of Centre

I confirm that the above named person has appropriate qualifications and / or a minimum of 3 years' experience to translate learner work for the purpose of ensuring that assessment is accurate and meets the same standard as assessment in English, Welsh or Irish.

I will ensure that this signed declaration is retained securely by my centre for a minimum of five years and will be made available to the Standards Verifier or other Pearson quality representative for monitoring and any other audit purposes.

I confirm that learners who are assessed in a language other than English are registered in a cohort where the certificate will be endorsed "Assessed in a Language other than English".

Name:	
Signature:	
Date:	

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