

Use of languages in qualifications policy

2023

Who and what is this policy for:

This policy is for centres delivering Pearson qualifications who want to understand the circumstances in which assessment of learners in a language other than English is possible.

The policy describes what provision Pearson makes for assessment in other languages and how centres can apply to assess work in languages other than English.

Pearson Education Ltd – Our Mission and Values

At Pearson, our purpose is simple: to add life to a lifetime of learning. We believe that every learning opportunity is a chance for a personal breakthrough. That's why our c.20,000 Pearson employees are committed to creating vibrant and enriching learning experiences designed for real-life impact. We are the world's leading learning company, serving customers in nearly 200 countries with digital content, assessments, qualifications, and data. For us, learning isn't just what we do. It's who we are. Visit us at www.pearsonplc.com

We are regulated by the UK qualifications regulators Ofqual (England), SQA Accreditation (Scotland), CCEA Regulation (Northern Ireland) and Qualifications Wales (Wales). Our regulatory policies are integral to our approach and articulate how we meet regulatory requirements. These policies are designed to support centres and students and set out clearly our approach to the design, delivery, and award of Pearson qualifications and services.

Contents

Pearson Education Ltd – Our Mission and Values	2
Contents	2
1. Qualifications this policy applies to.....	4
2. Policy statement	4
3. Learners in England.....	4
4. Providing qualifications in Welsh or Irish language	5
Specifications and examination of academic qualifications in Welsh or Irish	6
Specifications and examination of Higher National qualifications	6
Specifications and examination of vocational qualifications in Welsh or Irish	6

Internal assessment of vocational qualifications	6
5. Assessments in other languages for vocational qualifications	7
6. How to apply to deliver or assess vocational and competence-based qualifications in Welsh, Irish or other languages	8
Centres without qualification approval	8
Centres with qualification approval now seeking to deliver or assess in Welsh or Irish ..	8
Centres with qualification approval now seeking to deliver in a language other than English, Welsh or Irish.....	8
7. Certification.....	9
8. Regulatory references.....	9
9. Policy review date	10
10. Useful contacts	10
11. Appendix A – Translator Conflict of Interest declaration.....	11
Declaration to be signed by the Head of Centre and the individual who is providing translation services.....	11
Translator:.....	12
Head of centre:	12

1. Qualifications this policy applies to

- 1.1 This policy applies to all our vocational and academic qualifications including higher education qualifications, assessed in the UK and across the world, unless otherwise agreed by regulators and/or stated in the qualification specification that assessment is restricted to specific languages.
- 1.2 For information about qualifications assessed in British Sign Language and Irish Sign Language, you should read the JCQ Access Arrangements and Reasonable Adjustments Policy.

2. Policy statement

- 2.2 As a UK awarding organisation, assessment of our qualifications is generally conducted in English, but in some cases, we will support the assessment of learners in other languages where any regulations we comply with for the specific qualification permit this.
- 2.3 Training, standardisation, and centre guidance materials will normally only be available in English unless otherwise agreed and arranged with us in advance.
- 2.4 Centre approval and quality assurance activities relating to centre approval will be conducted in English unless otherwise agreed and arranged with us in advance. Centres are required to provide any materials for these purposes in English.

3. Learners in England

- 3.1 There is a regulatory requirement that learners taking regulated qualifications in England are assessed in English, except where it is one of the primary objectives of the qualification –
 - (a) to gain knowledge of, skills in, and understanding of another language (e.g., GCSE French).
 - (b) to support a role in the workplace where proficiency in English is not required for the role supported by the qualification.

4. Providing qualifications in Welsh or Irish language

- 4.2** Pearson provides qualifications¹ to learners across the UK and may, for some qualifications, be able to provide the option of assessment in Welsh and/or Irish. For qualifications for which Pearson does not make such provision available, other awarding organisations based in Northern Ireland and Wales may offer similar qualifications for which they are able to offer the option of assessment in Irish or Welsh.
- 4.3** When reviewing whether we can provide qualifications or assessments in Welsh or Irish, we will consider (this list is not exhaustive, as there may be other considerations):
- learner need;
 - whether we are the sole provider of the qualification;
 - sectors that we identify as a 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;
 - commercial viability including the availability of funding for translation and other costs;
 - any relevant regulatory requirements for accreditation and funding.
- 4.4** Where we can provide a qualification in Welsh or Irish, the assessment will be provided in that language.
- 4.5** All essential support materials for learners will also be available in that language. 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.

¹ not all qualification types are offered in all countries of the UK or internationally.

Specifications and examination of academic qualifications in Welsh or Irish

- 4.6** The language of assessment for academic qualifications (GCSE/GCE) is stated in the specification, and for most subjects' assessment is only available in English. Specifications are available to download, free of charge, from our website.
- 4.7** For subjects where Welsh or Irish is an option these are listed in the Information Manual (Section 2 for GCE; Section 5 for GCSE) with the entry code a centre should use for learners who wish to be provided with an examination in one of those languages.

Specifications and examination of Higher National qualifications

- 4.8** For students to be successful on Pearson BTEC Higher National qualifications which are both taught and assessed in English, it is critical that they have an appropriate level of English language skills.
- 4.9** All centres delivering the new Pearson BTEC Higher National qualifications must ensure that all students who are non-native English speakers and who have not undertaken their final two years of schooling in English, can demonstrate capability in English at a standard equivalent to the levels set out in the qualification specification, before being recruited to the programme where the programme is both taught and assessed in English.
- 4.10** All centres delivering the new Pearson BTEC Higher National qualifications wholly or partially in a language other than English, but who are assessed in English, must ensure that all students can demonstrate capability in English at a standard equivalent to the levels set out in the qualification specification, on completion of the programme.

Specifications and examination of vocational qualifications in Welsh or Irish

- 4.11** Pearson's information manual (Section 11 BTEC, NVQ, SVQ and Apprenticeships) will detail any qualifications with examinations available in Welsh and/or Irish and provide the entry code a centre should use for learners who wish to be provided with an examination in one of those languages.

Internal assessment of vocational qualifications

- 4.12** Whenever possible, we will aim to support centres being able to assess learners in Welsh or Irish for components/units which are internally assessed by centre staff. For us to support this we need you to let us know that you intend to do this. This is to ensure Pearson can put in place steps so that any assessment in Welsh or Irish is to the same

standard as the assessment in English. *Please refer to Section 5 below for information about how to inform us of this.*

- 4.13** In these circumstances, we will allocate a Welsh or Irish speaking Standards Verifier or External Examiner where possible, but will otherwise conduct all quality assurance activities, including verification and reporting, in English. Where there is not a Welsh or Irish speaking Standards Verifier, we'll make alternative arrangements with the Standards Verifier allocated and will provide translation services.

5. Assessments in other languages for vocational qualifications

- 5.2** For our vocational qualifications we will support learners producing material for assessment in languages other than English, Welsh or Irish, unless this is barred by the qualification specification. Learners can be assessed in any other language *providing that proficiency in English/Welsh/Irish is not required for the role supported by the qualification*. This could include cases where these qualifications are delivered overseas for people where there is no intention to prepare them for employment in the UK. The certificate will state the language of assessment as outlined in section 6 below.
- 5.3** 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, Welsh or Irish. Please refer to section 5 below for information about how to do this.
- 5.4** We will conduct all quality assurance activities in English, including verification and reporting.
- 5.5** 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 (see paragraph 6.1).
 - If the assessment is in a language other than English, Welsh or Irish, you can provide and fund a translator for quality assurance purposes who has appropriate qualifications or 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 or remote sample 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) to confirm that there is no conflict of interest, and the Translator has appropriate qualifications or a minimum of three years' experience.
- You're able to store a signed copy of the declaration for each translator which can be accessed during a Standards Verifier visit and for any other audit purposes.

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

Centres without qualification approval

- Please let us know using the Vocational Qualification Approval Form which language(s) you will use to assess learners.

Centres with qualification approval now seeking to deliver or assess in Welsh or Irish

- Please contact our VQ Deployment Team (vgdeployment@pearson.com). We will need to know the full title of the qualification and the language you intend to use for delivery or assessment

Centres with qualification approval now seeking to deliver in a language other than English, Welsh or Irish

- Please contact your Regional Development Manager to discuss how we can support you.
- We will need to create a new programme code for you to use when registering the learners who are being assessed in another language.

7. Certification

- 7.2** Where a learner produces any material for assessment in a language other than English, this will be stated on the certificate. This applies for all UK regulated qualifications. It also applies to all non-regulated qualifications except where a specific arrangement has been made with an international regulatory body. 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

- 8.2** 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 conditions and criteria that they address.

- 8.3** This policy addresses the following regulatory criteria and conditions:

Qualification regulator or relevant governing body	Regulatory rule or guidance document	Regulatory condition, criteria, or principle
Ofqual	<u>General Conditions of Recognition</u>	A4
Ofqual	<u>General Conditions of Recognition</u>	I3.2
Ofqual	<u>General Conditions of Recognition</u>	I3.4
Ofqual	<u>General Conditions of Recognition</u>	G2
CCEA Regulation	<u>General Conditions of Recognition</u>	A4
CCEA Regulation	<u>General Conditions of Recognition</u>	I3.2
CCEA Regulation	<u>General Conditions of Recognition</u>	I3.4
CCEA Regulation	<u>General Conditions of Recognition</u>	G2
Qualifications Wales	<u>Standard Conditions of Recognition</u>	A4
Qualifications Wales	<u>Standard Conditions of Recognition</u>	I3.2
Qualifications Wales	<u>Standard Conditions of Recognition</u>	I3.4

Qualification regulator or relevant governing body	Regulatory rule or guidance document	Regulatory condition, criteria, or principle
Qualifications Wales	<u>Standard Conditions of Recognition</u>	G2
SQA Accreditation	<u>Regulatory Principles (2021)</u>	10
SQA Accreditation	<u>Regulatory Principles (2021)</u>	11

9. Policy review date

9.2 This policy will be reviewed in May 2024.

10. Useful contacts

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

10.3 Centres outside of the UK can contact: internationaleo@pearson.com

11. Appendix A – Translator Conflict of Interest declaration

(Only required if the programme is assessed in a language other than English, Welsh or Irish)

- 11.2** You must have approval from us before you register learners and receive or assess their work in a language other than English. We will 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.
- 11.3** Learners assessed in a specific language must be registered in separate groups so that we can arrange the quality assurance needed.
- 11.4** For 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. You must complete the form for each programme where a translation service is provided. Any exception to this must be agreed with Pearson in writing before programme delivery commences.
- 11.5** It's important that you keep a copy of the declaration and make sure it is 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):

Confirm I have:

- translated the learning/assessment materials without bias or personal interpretation
- 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
- a translation qualification and/or a minimum of three years translation experience.

Signature	
Print Name	
Contractual relationship with the Centre	

Current Job Title:	
Centre Name	
Centre Number:	
Date:	

Head of centre:

I confirm that the above-named person has appropriate qualifications and / or a minimum of 3 years' experience to ensure the translation of learner work is accurate.

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:	