Qualification Specification

CIOL Qualifications Level 6 Certificate in Translation (CertTrans)

Qualification Number 610/0823/0

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Introduction

CIOL Qualifications (CIOLQ) serves professional linguists, setting professional standards and providing qualifications for translators and interpreters which are recognised widely in the UK and around the world.

Translators are different from interpreters, translators work with the written word whereas interpreters work with the spoken word. Translators usually translate materials from a second language that they are fluent in, into their native language.

They translate many different types of materials, from legal, technical and financial documents, to marketing and advertising materials, and product manuals. Literary translators translate works of fiction and subtitlers translate dialogue on films, TV, and video games. A translator can specialise in an area that interests them or plays to their strengths.

The CIOL Qualifications Level 6 Certificate in Translation (CertTrans) provides benchmark evidence of professional and practical translation skills and knowledge. This qualification has been developed predominantly with early career translation skills as its focus, with progression opportunities to higher degree level qualifications such as the CIOL Qualifications Level 7 Diploma in Translation (DipTrans), as well as those professionals wanting to work for translation companies or wishing to build a career as a freelance translator.

The CertTrans also offers the opportunity to acquire a translation qualification that reflects modern day work in languages and will assist those who want to use their written skills in international organisations worldwide.

Regulation

This qualification is recognised by the Office of Qualifications and Examinations Regulation (Ofqual), Qualifications Wales (QW) and the Council for Curriculum, Examinations and Assessment (CCEA).

CIOLQ Recognition Number RN5145.

Qualification Information

Qualification purpose

This qualification is aimed at career development for the following reasons:

- It equips candidates with translation skills necessary to respond to career and work opportunities in the global business, professional, government, cultural, NGO and not-for-profit environment
- It provides opportunities for candidates to enter or progress in employment involving translation and languages
- It provides candidates with a UK regulated, internationally recognised qualification
- It assists candidates in developing a global outlook to aspire and to pursue international career pathways
- It supports a route into the CIOL Qualifications Level 7 Diploma in Translation
- It supports and extends skills that are developed during the study of language degrees or through practical experience

Qualification size

The words Award, Certificate and Diploma indicate the size of qualifications in expected hours of study and not their quality or complexity.

- Awards are usually qualifications that require up to 120 hours of study
- Certificates are usually qualifications that require between 130 and 370 hours of study
- Diplomas are usually qualifications that require more than 370 hours of study

This qualification is classed as a Certificate as the Total Qualification Time (TQT) in expected hours of study is 160 hours.

Types of Recommended Preparation Activity	TQT	GLH
Independent learning without supervision	✓	✗
Vocabulary/grammar development, revision and practice	✓	✗
Past paper study and question practice	✓	✗
Independent E-assessment practice	✓	✗
Traditional classroom learning supervised by a lecturer, supervisor or tutor	✓	✓
One to one or group tutorials	✓	✓
Invigilated or supervised practice exams or formative assessments	✓	✓
Assessor observed practice or assessments	✓	✓
Realtime E-assessment with an assessor or invigilator	✓	✓

Qualification objective

By successfully passing both the mandatory core unit and one mandatory option unit of the CertTrans you will be able to demonstrate translation skills which can be applied in a wide range of working environments and contexts.

The CertTrans is a UK regulated benchmark qualification from an internationally recognised Awarding Organisation, which offers further progression opportunity and can improve career prospects for people who want to work as translators or in international organisations.

Following successful completion of the qualification you will be entitled to use the designation 'CertTrans' and may be eligible to apply for membership of the Chartered Institute of Linguists.

Qualification structure

Qualification title	CIOL Qualifications Level 6 Certificate in Translation (CertTrans)
Qualification number (QN)	610/0823/0
Total Qualification Time (TQT)	160
Guided Learning Hours (GLH)	80 hours
Level	6
Credits	16
Mandatory core unit	Unit 01 - General Translation Skills
Mandatory option units (select one)	• Unit 02 - Business and Commercial Translation Skills • Unit 03 - Government and Public Service Translation Skills
Assessment	Written, externally set and externally marked assessment **Online only**
Unit grading	Distinction Merit Pass

Units	Mandatory core or option	Level	Total Unit Time (TUT which combined, forms the TQT)	Credit Value	GLH	Invigilated external assessment time (part of GLH)
Unit 01 General Translation Skills **H/650/2411**	Core	6	80	8	40	3 hours
Unit 02 Business and Commercial Translation Skills J/650/2412	Option	6	80	8	40	3 hours
Unit 03 Government and Public Service Translation Skills K/650/2413	Option	6	80	8	40	3 hours
Totals for mandatory core and one mandatory option			**160 hours**	**16**	**80 hours**	**6 hours**

The pre-selection of a mandatory option unit is required at point of exam registration.

Rules of Combination (RoC) – Achieving this qualification

The CertTrans is comprised of one mandatory core unit plus one mandatory option unit. CertTrans candidates may take the unit assessments in any order over the designated period of time.

The core mandatory unit and one mandatory option unit must be achieved to be awarded the full CertTrans qualification.

Partial and full achievement of this qualification

All units that comprise this qualification must be successfully completed within a three year period for candidates to be awarded the full qualification.

The three year full exam completion period applies from the first year that a candidate receives a unit certificate. Therefore, once a candidate has received a 'pass' in any unit, they have two more years to successfully complete all outstanding parts of the qualification.

Candidates successful in both units will be awarded electronic qualification certificates.

Regulated Qualifications Framework (RQF)

The CertTrans is registered on the UK's Regulated Qualifications Framework (RQF) at Level 6 and the complexity and level of linguistic skill demanded is in line with the Ofqual RQF level descriptors..

Level	Knowledge descriptor (the holder…)	Skills descriptor (the holder can…)
L6	Has advanced practical, conceptual or technological knowledge and understanding of a subject or field of work to create ways forward in contexts where there are many interacting factors.	Determine, refine, adapt and use appropriate methods and advanced cognitive and practical skills to address problems that have limited definition and involve many interacting factors.
	Can critically analyse, interpret and evaluate complex information, concepts and ideas.	Evaluate actions, methods and results and their implications.

Equivalencies

This qualification is equivalent in level to a:

- Degree with honours - for example Bachelor of the Arts (BA) Hons, Bachelor of Science (BSc) Hons
- Degree apprenticeship
- Graduate certificate
- Graduate diploma
- Level 6 vocational award, certificate or diploma
- CEFR language proficiency C1 level

Entry requirement

- This qualification is for those learners aged 18+.

Recommended level of linguistic proficiency and pre-requisites

The CertTrans assesses professional translating skills to a graduate/post graduate level but is designed as a professionally applied vocational qualification.

There are no set pre-requisites, however, you are strongly advised to ensure prior to registering that your level of linguistic attainment in the source language is at the very least equivalent to an Honours degree or a C1 in the Common European Framework of Reference for Languages (CEFR) in writing. If you do not possess the recommended linguistic level, you may not pass your assessment.

It is the responsibility of each candidate to assure themselves that they are sufficiently prepared for the assessment, that they are competent in both the source and target languages, that they have good writing skills and that they have the ability to translate at reasonable speed and accuracy to a competent working level.

Progression

The qualification provides a recognised credential for those seeking to enter or at the start of their career as professional translators or entering the world of work as a professional with proven language skills. Following successful completion of the assessment you will have demonstrated you can use your languages in a working translation context.

You may progress to:

- Undertaking the DipTrans (demonstrating ability up to and including CEFR C2 level)
- Work as a freelance translator
- Working in an organisation as an in-house translator for example working across business, international development or government
- Working in an international organisation
- Entry into other language-related professions, such as publishing, journalism, communications, public relations or language teaching
- Becoming a member of the Chartered Institute of Linguists, a membership association for language professionals

Availability of the CertTrans

The assessments can only be taken online via our Virtual Centre or online with a CIOLQ approved Exam Venue in either the United Kingdom (UK) or overseas.

No other mode of assessment will be permitted.

Delivery and preparation

We do not specify mode of training delivery or preparation and do not have approved centres. It is envisaged that much of this qualification can be studied independently by candidates not necessarily attached to a course provider, but we advise that it is undertaken as part of an existing programme of learning or during work experience with the support of an employer or mentor so that candidates are guided and supported.

The Guided Learning Hours (GLH) reflect the flexibility of approach, which may comprise of a combination of independent study, face to face, blended or e-Learning.

Language

CIOL Qualifications offer qualifications to and from English and a broad range of languages; at all times we ensure consistency in level and standards across all languages assessed.

The CertTrans will be available in:

Languages offered into English (target language):

Arabic (MSA), Chinese, French, German and Spanish.

English (source language) into:

Arabic (MSA), Chinese, French, German and Spanish.

Expanding availability into other combinations may be introduced in the future and will be considered based on the demand over time.

Recognition of Prior Learning (RPL) and Exemptions

CIOL Qualifications has established approved partnerships with a number of Higher Education Institutions (HEIs) whose language degrees may offer differing degrees of exemption from this qualification as part of a university partner programme. For further details regarding any arrangement or if you wish to find out more about being an approved HEI partner, please contact qualifications@ciol.org.uk.

Assessment

Focus

This qualification assesses the ability of candidates to translate from a source language into English or from English into a target language within specific contexts. Candidates are required to have an appropriate level of writing skill in their target language to produce a text that reads fluently and naturally to a native reader.

The passages set for translation will be of a standard of difficulty that translators at this level would expect to be presented with in their daily work.

They will not, however, be of a highly technical or specialised nature. It must be stressed that candidates, even those holding a degree in languages, will generally require additional experience, practice or training in translation to achieve the CertTrans.

Assessment grading

Whilst achievement can be obtained for an individual credit unit, candidates will not receive a full qualification certificate until both units have been achieved.

Each unit attracts Pass, Merit or Distinction but the qualification grade overall will be a Pass. The pass mark for each unit is 60%.

Grading percentages per unit

To achieve the full qualification you must have achieved at least 60% in both units.

Fail	Pass	Merit	Distinction
0-71 marks	72-88 marks	89-104 marks	105-120 marks

Assessment marking criteria - Unit 01

Assessment criteria	Fail 0-71 marks	Pass 72-88 marks	Merit 89-104 marks	Distinction 105-120 marks
LO1: Be able to produce translation of a general text that shows accurate transfer of information				
1.1 Demonstrate accurate transfer of information without omissions, additions, distortions or misinterpretations	• Information transferred inadequately • There are multiple omissions, additions, distortions or misinterpretations, many of which distort the overall meaning of the translation	• Information transferred adequately • Several minor instances of omissions, additions, distortions or misinterpretations, which do not distort the overall meaning of the translation • There are several instances of under or over translation and lack of clarity	• Information transferred well • A few minor omissions, additions; distortions or misinterpretations which do not distort the overall meaning of the translation • There are a few instances of under or over translation or some lack of clarity in places	• Information transferred to an advanced level • There are one or two omissions, additions; distortions or misinterpretations which do not distort the overall meaning of the translation
1.2 Apply knowledge, understanding and use of semi-specialised terminology, vocabulary and any jargon	• Inadequate application of semi-specialist terminology, vocabulary and any jargon in the transfer of information to an acceptable level • There are multiple instances of incorrect terminology, vocabulary and jargon	• Uses adequate semi-specialist terminology, vocabulary and jargon in the transfer of information, which is appropriate in most cases • There are several minor errors which do not have an impact on the overall meaning of the translation	• Uses a good level of semi-specialist terminology, vocabulary and jargon in the transfer of information which is appropriate • There are a few minor errors which do not have an impact on the overall meaning of the translation	• Uses sophisticated semi-specialised terminology and jargon in the transfer of information • There are one or two errors which do not have any impact on the overall meaning of the translation
1.3 Demonstrate accurate transfer of subsidiary information (names, titles, dates and figures) as well as register and tone from the source language into the target language	• Transfer of subsidiary information and register and tone from the source language into the target language is inaccurate in most instances	• Transfer of subsidiary information and register and tone from the source language into the target language is generally accurate • There are several minor errors and under translations	• Transfer of subsidiary information and register and tone from source language into the target language is mostly accurate • There are a few minor errors or under translations	• Transfer of subsidiary information and register and tone from source language into the target language is accurate • There are one or two minor errors

LO2: Be able to produce translation of a general text that is grammatically sound, cohesive and coherent in the target language				
2.1 Demonstrate ability to produce a translation in line with norms of grammar and syntax within the target language	• The translation shows insufficient command of grammar, syntax, and idiomatic use of language • Multiple errors and interferences between languages	• The translation shows mostly reliable command of grammar, syntax, and idiomatic use of language • There are several minor errors which do not have an impact on the overall meaning of the translation	• The translation shows a reliable command of grammar, syntax, and idiomatic use of language • There are a few minor errors which do not have an impact on the overall meaning of the translation	• The translation shows an excellent and consistent command of grammar, syntax, and idiomatic use of language • There are one or two minor errors which do not change the meaning of the translation
2.2 Demonstrate ability to ensure that the target language is appropriately organised, cohesive, and coherent	• The target language is insufficiently organised, cohesive, and coherent • With multiple errors	• The target language is adequately organised, cohesive, and coherent • With several minor errors	• The target language is competently organised, cohesive and coherent in most cases • With a few minor errors	• The target language is skilfully organised, cohesive, and coherent • The target language reads like a piece originally written in the target language with one or two minor errors
2.3 Produce a translation that conforms to the conventions of the target language (orthography, punctuation, accentuation, etc.)	• The translation does not conform to the conventions of the target language on most occasions • There are multiple errors that impact on the overall meaning of the translation	• The translation adequately conforms to the conventions of the target language • There are several minor errors which do not have any impact on the overall meaning of the translation	• The translation competently conforms to the conventions of the target language • There are a few minor errors which do not have any impact on the overall meaning of the translation	• The translation expertly conforms to the conventions of the target language • There are one or two minor errors which do not impact on the overall meaning of the translation

Assessment marking criteria - Unit 02 and Unit 03

Assessment criteria	Fail 0-71 marks	Pass 72-88 marks	Merit 89-104 marks	Distinction 105-120 marks
LO1: Be able to produce translation of a semi-specialised text that shows accurate transfer of information				
1.1 Demonstrate accurate transfer of information without omissions, additions, distortions or misinterpretations	• Information transferred inadequately • There are multiple omissions, additions, distortions or misinterpretations, many of which distort the overall meaning of the translation	• Information transferred adequately • Several minor instances of omissions, additions, distortions or misinterpretations, which do not distort the overall meaning of the translation • There are several instances of under or over translation and lack of clarity	• Information transferred well • A few minor omissions, additions; distortions or misinterpretations which do not distort the overall meaning of the translation • There are a few instances of under or over translation or some lack of clarity in places	• Information transferred to an advanced level • There are one or two omissions, additions; distortions or misinterpretations which do not distort the overall meaning of the translation
1.2 Apply knowledge, understanding and use of semi-specialised terminology, vocabulary and any jargon	• Inadequate application of semi-specialist terminology, vocabulary and jargon in the transfer of information to an acceptable level • There are multiple instances of incorrect terminology, vocabulary and jargon	• Uses adequate semi-specialist terminology, vocabulary and jargon in the transfer of information, which is appropriate in most cases • There are several minor errors which do not have an impact on the overall meaning of the translation	• Uses a good level of semi-specialist terminology, vocabulary and jargon in the transfer of information which is appropriate • There are a few minor errors which do not have an impact on the overall meaning of the translation	• Uses sophisticated semi-specialised terminology and jargon in the transfer of information • There are one or two errors which do not have any impact on the overall meaning of the translation
1.3 Demonstrate accurate transfer of subsidiary information (names, titles, dates and figures) as well as register and tone from the source language into the target language	• Transfer of subsidiary information and register and tone from the source language into the target language is inaccurate in most instances	• Transfer of subsidiary information and register and tone from the source language into the target language is generally accurate • There are several minor errors and under translations	• Transfer of subsidiary information and register and tone from source language into the target language is mostly accurate • There are a few minor errors or under translations	• Transfer of subsidiary information and register and tone from source language into the target language is accurate • There are one or two minor errors

LO2: Be able to produce translation of a semi-specialised text that is grammatically sound, cohesive and coherent in the target language

2.1 Demonstrate ability to produce a translation in line with norms of grammar and syntax within the target language	• The translation shows insufficient command of grammar, syntax, and idiomatic use of language • Multiple errors and interferences between languages	• The translation shows mostly reliable command of grammar, syntax, and idiomatic use of language • There are several minor errors which do not have an impact on the overall meaning of the translation	• The translation shows a reliable command of grammar, syntax, and idiomatic use of language • There are a few minor errors which do not have an impact on the overall meaning of the translation	• The translation shows an excellent and consistent command of grammar, syntax, and idiomatic use of language • There are one or two minor errors which do not change the meaning of the translation
2.2 Demonstrate ability to ensure that the target language is appropriately organised, cohesive, and coherent	• The target language is insufficiently organised, cohesive, and coherent • With multiple errors	• The target language is adequately organised, cohesive, and coherent • With several minor errors	• The target language is competently organised, cohesive and coherent in most cases • With a few minor errors	• The target language is skilfully organised, cohesive, and coherent • The target language reads like a piece originally written in the target language with one or two minor errors
2.3 Produce a translation that conforms to the conventions of the target language (orthography, punctuation, accentuation, etc.)	• The translation does not conform to the conventions of the target language on most occasions • There are multiple errors that impact on the overall meaning of the translation	• The translation adequately conforms to the conventions of the target language • There are several minor errors which do not have any impact on the overall meaning of the translation	• The translation competently conforms to the conventions of the target language • There are a few minor errors which do not have any impact on the overall meaning of the translation	• The translation expertly conforms to the conventions of the target language • There are one or two minor errors which do not impact on the overall meaning of the translation

Unit format

Level – this positions the level of the unit within the Regulated Qualifications Framework (RQF).

Total Qualification Time (TQT) – is the expected hours of study to be successful in the qualification.

Guided Learning Hours (GLH) – are the expected hours of supervised and structured learning expected to be required to achieve the qualification.

Total Unit Time (TUT) – is the average amount of learning time it will take to be successful in a unit. This includes any guided learning hours, practical and work-based learning, assessment preparation time and assessment time.

Credit value – is the value given to the unit and the credit value is equal to the Total Qualification Time (TQT) divided by ten and rounded to the nearest whole number.

About the unit – gives a summary of the purpose of the unit.

What you will learn – details the knowledge and skills a learner will cover.

Learning outcomes – set out what a learner will know, understand or be able to do as a result of successful completion, including the standard required to achieve via assessment.

Indicative content – provides guidance on suggested curriculum coverage required to achieve the learning outcomes and assessment criteria.

Assessment criteria – set out the assessment for the units.

Unit 01: General Translation Skills

Mandatory core unit	
Level:	6
Unit Guided Learning Hours (GLH):	40 hours
Unit assessment time:	3 hours
Total Unit Time (TUT):	80 hours
Credit value:	8

Unit purpose and aim

About the unit

The ability to translate is beneficial for professional, personal, cultural and business reasons. Language translation services help businesses and people to operate on a global basis and communicate effectively with speakers in Other languages.

This unit focuses on written translation of a general text of about 500 words. The candidate will translate the text into their target language, to a professional standard of accuracy.

What you will demonstrate

In this unit you will demonstrate your translation skills in the context of general translation. You will demonstrate necessary translation skills with the aim of producing a target text that is accurate, grammatically sound and well-organised.

Learning Outcomes

LO1:   Be able to produce translation of a general text that shows accurate transfer of information

LO2:   Be able to produce translation of a general text that is grammatically sound, cohesive and coherent in the target language

LO1: Be able to produce translation of a general text that shows accurate transfer of information

1.1 Demonstrate accurate transfer of information without omissions, additions, distortions or misinterpretations

- Identification of translation problems and challenges and solving these problems competently through selection and application of appropriate translation procedures
- Development and application of relevant translation skills, e.g. attention to detail, writing skills in the target language, in-depth cultural knowledge of source and target cultures
- Demonstration of an awareness of the written skills required by the professional translation industry

1.2 Apply knowledge, understanding and use of semi-specialised terminology, vocabulary and any jargon

- Recognising the need to accommodate cultural bound language and procedures for transferring cultural meanings
- Showing ability to introduce necessary changes in order to ensure coherence and cohesion of the target language text
- Showing knowledge of appropriate conventions in source and target languages and the ability to transfer them accurately into the target language text

1.3 Demonstrate accurate transfer of subsidiary information (names, titles, dates and figures) as well as register and tone from the source language into the target language

- Showing understanding of various registers and the ability to transfer the information in the required register in the target language
- Identification of attitude and tone of the source text including transferal of them accordingly into the target language text

LO2: Be able to produce translation of a general text that is grammatically sound, cohesive and coherent in the target language

2.1 Demonstrate ability to produce a translation in line with norms of grammar and syntax within the target language

- Showing capacity and knowledge in the evaluation and production of appropriate sentence structure in target language
- Acquisition and application of key methods and tools of general translation

2.2 Demonstrate ability to ensure that the target language text is appropriately organised, cohesive, and coherent

- Acquisition of necessary skills and knowledge of text organisation
- Presentation in the target language in line with the requirement and existing conventions
- Ensuring the target language text is substantially free from errors (each text will carry a specific and detailed mark scheme denoting essential characteristics required for a pass)

2.3 Produce a translation that conforms to the conventions of the target language

- Showing knowledge of appropriate conventions in source and target languages and the ability to transfer them accurately into the target language text
- Acquisition of solid knowledge of the target language grammar, style, punctuation, orthography, and accentuation
- Ensuring that the presentation and the formatting of the target text is the same as the source text or is in line with the target language conventions

Unit 02: Business and Commercial Translation Skills	
Mandatory option unit	
Level:	6
Unit Guided Learning Hours (GLH):	40 hours
Unit assessment time:	3 hours
Total Unit Time (TUT):	80 hours
Credit value:	8

Unit purpose and aim

About the unit

Business and commercial translation is a key skill that enables organisations to cross the boundaries of international commerce and business. Language translation services help businesses and people to operate on a global basis and communicate effectively on various topics with non-English speakers in their native language. It includes ensuring the accuracy of information transfer and the development of skills in relation to detail, consistency and thoroughness within these areas.

This unit focuses on written translation of a semi-specialised text of about 300 words. The candidate will translate the text into their target language, to a professional standard of accuracy.

What you will demonstrate

In this unit you will demonstrate a sound knowledge of business and commercial semi-specialised translation. You will be able to use your translation skills to produce translation with clear evidence of comprehension and accuracy as well as being grammatically sound and well organised within context.

Learning Outcomes

LO1:   Be able to produce translation of a semi-specialised text that shows accurate transfer of information

LO2:   Be able to produce translation of a semi-specialised text that is grammatically sound, cohesive and coherent in the target language

LO1: Be able to produce translation of a semi-specialised text that shows accurate transfer of information

1.1 Demonstrate accurate transfer of information without omissions, additions, distortions or misinterpretations

- Identification of translation problems and challenges including showing the ability to solve these problems competently by selecting and applying appropriate translation procedures
- Development and application of relevant translation skills e.g. attention to detail and writing skills in the target language
- Demonstrating good understanding of factual information, concepts and opinions presented in the source text and ensuring that they are accurately transferred in the target language without distortions, omissions or additions
- Showing solid understanding of the text and ensuring that the essence of the source text is fully transferred into the target language text

1.2 Apply knowledge, understanding and use of semi-specialised terminology, vocabulary and any jargon

- Identification and the effective use of necessary semi-specialist terminology
- Recognising the need to accommodate cultural bound language and procedures for transferring cultural meanings
- Appropriate structures and stylistic features of texts from relevant fields of business and business related subjects

1.3 Demonstrate accurate transfer of subsidiary information (names, titles, dates and figures) as well as register and tone from the source language into the target language

- Showing understanding of various registers and the ability to transfer the information in the required register in the target language
- Depending on the target language requirements, show awareness of language variants and ability to use the required variant consistently in the target language text
- Showing complete understanding of source text to include; author's intentions, attitudes, idioms etc. and ensure that they are accurately expressed and presented in the target language text

LO2: Be able to produce translation of a semi-specialised text that is grammatically sound, cohesive and coherent in the target language

2.1 Demonstrate ability to produce a translation in line with norms of grammar and syntax within the target language

- Acquisition of solid knowledge of the target language including ensuring that the target text is free from grammar, style, punctuation, orthography, and accentuation errors
- Showing the capacity and knowledge to evaluate and produce appropriate sentence structure in the target language

2.2 Demonstrate ability to ensure that the target language is appropriately organised, cohesive and coherent

- Acquisition of the necessary skills and knowledge of text organisation and presentation in the target language in line with the requirements and existing conventions
- Showing ability to introduce necessary changes in order to ensure coherence and cohesion of the target language text
- Showing knowledge of appropriate style and structures in source and target languages and the ability of introducing necessary transformations and paraphrasing during the transfer of information into the target language

2.3 Produce a translation that conforms to the conventions of the target language text (orthography, punctuation, accentuation, etc.)

- Ensuring that the formatting of the target language text is the same as the source text or is in line with target language conventions
- Showing knowledge of appropriate conventions in source and target languages and the ability to transfer them accurately into the target language text (orthography, punctuation, accentuation, etc.)
- Evaluation and application of appropriate strategies and procedures to solve translation problems specific to business texts

CIOL

Unit 03: Government and Public Service Translations Skills	
Mandatory option unit	
Level:	6
Unit Guided Learning Hours (GLH):	40 hours
Unit assessment time:	3 hours
Total Unit Time (TUT):	80 hours
Credit value:	8

Unit purpose and aim

About the unit

Translation of government, public service texts and public affairs documents such as official statements, policy documents, discussion papers, reports and announcements require the translator to consider the social, political and cultural context of the texts in order to ensure that the intended impact is not lost in translation. These documents are often in the public domain and available for scrutiny. This includes ensuring the accuracy of information transfer and the development of skills in relation to detail, consistency and thoroughness within these areas.

This unit focuses on written translation of a semi-specialised text of about 300 words. The candidate will translate the text into their target language, to a professional standard of accuracy

What you will demonstrate

In this unit you will demonstrate a sound knowledge of government and public service semi-specialised translation. You will be able to use your translation skills to produce a translation with clear evidence of comprehension and accuracy as well as being grammatically sound and well organised within context.

Learning Outcomes

LO1:   Be able to produce translation of a semi-specialised text that shows accurate transfer of information

LO2:   Be able to produce translation of a semi-specialised text that is grammatically sound, cohesive and coherent in the target language

LO1: Be able to produce translation of a semi-specialised text that shows accurate transfer of information

1.1 Demonstrate accurate transfer of information without omissions, additions, distortions or misinterpretations

- Identification of translation problems and challenges including showing the ability to solve these problems competently by selecting and applying appropriate translation procedures
- Development and application of relevant translation skills e.g. attention to detail and writing skills in the target language
- Demonstrating good understanding of factual information, concepts and opinions presented in the source text and ensuring that they are accurately transferred in the target language without distortions, omissions or additions
- Showing solid understanding of the text and ensuring that the essence of the source text is fully transferred into the target language text

1.2 Apply knowledge, understanding and use of semi-specialised terminology, vocabulary and any jargon

- Identification and the effective use of necessary semi-specialist terminology
- Recognising the need to accommodate cultural bound language and procedures for transferring cultural meanings
- Appropriate structures and stylistic features of texts from relevant fields of business and business related subjects

1.3 Demonstrate accurate transfer of subsidiary information (names, titles, dates and figures) as well as register and tone from the source language into the target language

- Showing understanding of various registers and the ability to transfer the information in the required register in the target language
- Depending on the target language requirements, show awareness of language variants and ability to use the required variant consistently in the target language text
- Showing complete understanding of source text to include; author's intentions, attitudes, idioms etc. and ensure that they are accurately expressed and presented in the target language text

LO2: Be able to produce translation of a semi-specialised text that is grammatically sound, cohesive and coherent in the target language

2.1 Demonstrate ability to produce a translation in line with norms of grammar and syntax within the target language

- Acquisition of solid knowledge of the target language including ensuring that the target text is free from grammar, style, punctuation, orthography, and accentuation errors
- Showing the capacity and knowledge to evaluate and produce appropriate sentence structure in the target language

2.2 Demonstrate ability to ensure that the target language text is appropriately organised, cohesive, and coherent

- Acquisition of the necessary skills and knowledge of text organisation and presentation in the target language in line with the requirements and existing conventions
- Showing ability to introduce necessary changes in order to ensure coherence and cohesion of the target language text
- Showing knowledge of appropriate style and structures in source and target languages and the ability to introduce necessary transformations and paraphrasing during the transfer of information into the target language

2.3 Produce a translation that conforms to the conventions of the target language text (orthography, punctuation, accentuation, etc.)

- Ensuring that the formatting of the target language text is the same as the source text or is in line with target language conventions
- Showing knowledge of appropriate conventions in source and target languages and the ability to transfer them accurately into the target language text (orthography, punctuation, accentuation, etc.)
- Evaluation and application of appropriate strategies and procedures to solve translation problems specific to government and public service texts

Technological requirements

Requirements are specified in the CIOL Qualifications Candidate Guide to Remotely Delivered Exams which candidates are advised to read and understand prior to their assessment.

Assessment resources

This is an open book exam during which candidates may use:

- General bilingual, monolingual and specialist dictionaries
- Published glossaries and / or personal word banks
- Various reference materials including encyclopaedias

Candidates are not permitted to bring into the exam, course materials supplied by tutors or any electronic dictionaries or devices.

Study, Practice and Preparation

Candidates should familiarise themselves with a broad range of relevant documents during their learning and preparation, and prior to assessment. This will support both the development and range of relevant vocabulary, terms and genres.

For example:

- Social media platforms, emails and websites
- Government projects spanning across the areas of welfare, medical/healthcare, legal, business and financial among others
- Court documents
- Theatre and festival information
- Political party manifestos
- Passports
- Accounting documentation
- Visa documents
- Birth, death and marriage certificates
- Contracts, agreements, claims and business documents and letters
- IT and digital policy documents
- Manuals and other product descriptions
- Strategic and other plans of educational and public organisations and private companies
- Educational and business project descriptions, outlines, reviews and reports
- Other documents and publications relevant to areas of specialisation