

QUALIFICATIONS

CIOL



An introduction to the
Certificate in Translation

CIOL | Chartered Institute of Linguists

The CIOLQ CertTrans

What is the CertTrans?

The CIOL Qualifications Level 6 Certificate in Translation (CertTrans) is a UK regulated benchmark qualification from an internationally recognised Awarding Organisation, which will improve career prospects and provides progression opportunities for people who want to work as translators or in international organisations.

The CertTrans is a degree level qualification which provides evidence of professional and practical translation knowledge and skills. The qualification is aligned to the UK Regulated Qualifications Framework (RQF) at Level 6 and is equivalent in level to degrees and other Level 6 qualifications.

Who is it for?

The qualification is focused on translation and working with the written word. Translators translate many different types of materials, from legal, technical and financial documents, to product manuals and marketing and advertising materials. 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.

Translation skills are also valuable for people working in international organisations and in public service contexts where community languages may need translation and support.

The CertTrans is designed to provide a benchmark qualification for those seeking to enter or advance their careers as professional translators or advance in the world of work as a professional with proven language skills.



About the assessment

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.

Languages

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

The CertTrans is 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 based on demand.

Requirements

The CertTrans comprises one mandatory core unit, plus one mandatory option unit.

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.

A successful approach may comprise of a combination of independent study, face to face, blended or e-Learning.

The full qualification specification for the CIOL Qualifications Level 6 Certificate in Translation is available [here](#).

Qualification Structure

The mandatory core unit and one mandatory option unit must be achieved to be awarded the CIOL Qualifications Level 6 Certificate in Translation.

Units	Core or option	Content
Unit 01 General Translation Skills	Core	This unit focuses on written translation of a text of about 500 words. Candidates will translate the text into their target language, to a high standard of accuracy, demonstrating necessary translation skills with the aim of producing a target language text that is accurate, grammatically sound and well organised.
Unit 02 Business and Commercial Translation Skills	Option	This unit focuses on written translation of a text of about 300 words. In this unit candidates will demonstrate an awareness of business and commercial contexts, using their translation skills to produce a text in their target language with clear evidence of comprehension and accuracy as well as being grammatically sound and well suited to the business or commercial context.
Unit 03 Government and Public Service Translation Skills	Option	This unit focuses on written translation of a text of about 300 words. In addition to accuracy, 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 text. In this unit candidates will demonstrate an awareness of government and public service contexts to produce a translation with clear evidence of comprehension and accuracy as well as being grammatically sound and well organised within context.

CertTrans compared to the DipTrans

The CIOLQ Diploma in Translation (DipTrans) is the gold standard professional translation qualification offered since 1989. It is set at Level 7 (Master's level) and taken in around 40 countries annually. The DipTrans is a highly-specialised qualification for established professional translators and is recognised as among the most challenging and respected qualifications within the translating profession. It proves that holders of the qualification possess the knowledge and skills necessary to provide translations of the very highest quality.

The CertTrans is set at Level 6 (degree level), shows working-level translation skills and can also be a stepping-stone towards the DipTrans.





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The Chartered Institute of Linguists (CIOL) is the UK's Royal Charter professional body for language practitioners, setting the professional standard for linguists worldwide. CIOL is the only body to offer Chartership, recognised globally as a mark of quality and competence for professions. Founded in 1910 to promote high standards in the use of languages in government, public services, industry and commerce, CIOL has over 7,000 members.

CIOL Qualifications (CIOLQ) is CIOL's Awarding Organisation and is registered with the Office of Qualifications and Examinations Regulation (Ofqual). Ofqual is a non-ministerial government department with jurisdiction in England. It is responsible for making sure that regulated qualifications reliably indicate the knowledge, skills and understanding students have demonstrated. With decades of experience, CIOL Qualifications is at the centre of a community of over 3,000 highly qualified and experienced assessors and language specialists.

