Qualification Specification

CIOL Qualifications Level 7 Diploma in Translation (DipTrans)

Qualification Number 501/1445/1

Version April 2022

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Introduction

CIOL Qualifications (CIOLQ) serves both professional linguists, providing the gold standard for translators and interpreters, recognised widely in the UK and around the world, as well as other linguists who may have a different primary role but who use their language(s) on a regular basis in their professional work.

The CIOL Qualifications Level 7 Diploma in Translation (DipTrans) is the gold standard for anyone wanting a career as a freelance translator or to work as a translator for international corporations worldwide and meets the need for a high-level professional translating qualification.

The DipTrans was first offered in 1989 and it is taken in around 40 countries annually as candidates around the world recognise the benefits that a high-level qualification brings. It serves both as an entry qualification for organisations employing translators, as a validation for freelance translators for their skills and has become the qualification of choice for organisations when selecting professional translators.

Regulation

The award 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 achieve high performance in the global business environment
- it provides opportunities for candidates to enter or progress in employment involving languages or translation
- it provides candidates with an internationally recognised qualification
- it provides candidates with a global outlook to aspire and to pursue international career pathways.

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 with up to 120 hours of study required.
- 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 Diploma as the Total Qualification Time (TQT) in expected hours of study is 460 hours. In this respect we do not mandate a specific number of Guided Learning Hours (GLH) outside of assessment, although candidates are advised to undertake a preparation course of study.

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 examinations or formative assessments	✓	✓
Assessor observed practice or assessments	✓	✓
Realtime E-assessment with an assessor or invigilator	✓	✓

Qualification objective

By successfully passing all the chosen units of the DipTrans you will be able to demonstrate a sound knowledge of your chosen field and proven translation skills with reference to comprehension of the source language, accuracy and knowledge of the target language.

The DipTrans is an accredited, internationally recognised qualification which can improve career prospects for working translators.

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

Qualification structure

Qualification title	CIOL Qualifications Level 7 Diploma in Translation
Qualification number (QN)	501/1445/1
Total Qualification Time (TQT)	460 minimum
Guided Learning Hours (GLH)	90 (hrs)
Level	7
Credits	46
Mandatory core units	Unit 01 General Translation T/602/4678
Mandatory options units	Unit 02 Semi-specialised options (choose one) • A (Technology) M/602/4680 • B (Business) J/602/4684 • C (Literature) L/602/4685 Unit 03 Semi-specialised options (choose one) • D (Science) R/602/4686 • E (Social Science) Y/602/4687 • F (Law) D/602/4688 • G (Arts and Culture) J/650/2160
Assessment	Written
Unit grading	Distinction Merit Pass

Units	Mandatory core or option	Level	TUT (TUT which combined, forms the TQT)	Credit Value	GLH	Invigilated external assessment time (part of GLH)
Unit 01 - Written translation of a general text T/602/4678	**Core**	**7**	**200**	**20**	**30**	**3**
Unit 02 - Written translation of a semi-specialised text Select one from M/602/4680, J/602/4684, L/602/4685	Option	7	130	13	30	2
Unit 03 - Written translation of a semi-specialised text Select one from R/602/4686, Y/602/4687, D/602/4688, J/650/2160	Option	7	130	13	30	2
Totals for mandatory and two options			**460 hours**	**46 hours**	**90 hours**	**7 hours**

Rules of Combination (RoC) – Achieving this qualification

There is one mandatory core unit plus two mandatory option units that comprise this qualification and all three must be successfully achieved (mastery) to be awarded the full DipTrans qualification.

You will be required to complete the core unit 01 and select one unit from group 02 and one unit from group 03. Texts differ in length depending on the unit.

The subject matter for selection is as follows within the unit 02 group: (A) Technology, (B) Business and (C) Literature and within the unit 03 group: (D) Science, (E) Social Science, (F) Law and (G) Arts and Culture.

Candidates may take the units in any order.

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 part of an exam, they have two more years to successfully complete all outstanding parts of the qualification.

Candidates successful in all three units will be awarded electronic qualification certificates.

Regulated Qualifications Framework (RQF)

The DipTrans is registered on the Regulated Qualifications Framework (RQF) at Level 7 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…)
7	Reformulates and uses 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. Critically analyses, interprets and evaluates complex information, concepts and theories to produce modified conceptions. Understands the wider contexts in which the area of study or work is located. Understands current developments in the area of study or work. Understands different theoretical and methodological perspectives and how they affect the area of study or work.	Use specialised skills to conceptualise and address problematic situations that involve many interacting factors. Determine and use appropriate methodologies and approaches. Design and undertake research, development or strategic activities to inform or produce change in the area of work or study. Critically evaluate actions, methods and results and their short- and long-term implications.

Equivalencies

This qualification is roughly equivalent to a:

- Master's Degree
- Postgraduate Certificate or Diploma in Translation
- Post Graduate Certificate in Education (PGCE)
- C2 level (Proficient user) as described in the Common European Framework for languages
- European Qualification Framework – Level 7
- It is also meets the standards of the National Occupational Standards in Translation (Professional Translator)

Entry requirement

- This qualification is for those learners aged 19+.

Recommended level of linguistic proficiency and pre-requisites

The DipTrans tests professional translating skills at a postgraduate level of competence. It is the responsibility of each candidate to ascertain that they are sufficiently prepared for the exam, and competent in both the source and target languages, have good writing skills and the ability to translate at a professional level.

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 a good Honours degree, or a C2 in the Common European Framework of Reference for Languages (CEFR) in writing.and that you are familiar with the relevant cultural background.

Whilst we do not stipulate set pre-requisites, if you do not possess the recommended level prior to undertaking this qualification, you may risk your ability to access and pass the required assessment.

Progression

The qualification provides a recognised milestone for professional translators. Following successful exam completion you can develop your career in your chosen sector through:

- setting up your own translation company
- working as freelancer translator
- entering employment as in-house translator and project manager in translation companies
- entering other language-related professions, such as publishing, journalism, public relations or language teaching
- commitment to the continuation of your professional development (CPD)
- becoming a full member of the Chartered Institute of Linguists, a membership association for language professionals.

It is important to note that the DipTrans units are semi-specialised and that a pass in, for example, the Law or Technology Paper does not confer Legal Translator or Technical Translator status.

Availability of the Diploma in Translation

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

No other mode of assessment will be permitted.

Delivery and preparation

We do not specify mode of training delivery or preparation. It is advised that candidates should follow a preparation course for this qualification so that it offers the chance for candidates achieve.

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

Language

CIOL Qualifications offer qualifications in a broad range of languages and at all times ensure consistency in level and standards across all languages.

To date, the qualification has been offered in the following language combinations:

Language combinations into English:

Source languages: Albanian, Arabic, Chinese, Czech, Danish, Dutch, Finnish, French, German, Greek, Hungarian, Italian, Japanese, Norwegian, Polish, Portuguese, Romanian, Russian, Slovak, Spanish, Swedish, Turkish, Urdu into English (target Language)

English (source language) into: Albanian, Arabic, Bengali, Bulgarian, Chinese, Croatian, Czech, Danish, Dari, Dutch, Estonian, Farsi, Finnish, French, German, Greek, Gujarati, Hebrew, Hindi, Hungarian, Italian, Japanese, Kurdish (Sorani), Latvian, Lithuanian, Nepalese, Panjabi, Polish, Portuguese, Russian, Spanish, Swedish (target language)

Other language combinations:

French (source language) into: German, Italian, Spanish (target language)
German (source language) into French, Spanish (target language)
Spanish (source language) into German, French (target language)

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 this arrangement or if you wish to become one of our approved HEI partners, please contact qualifications@ciol.org.uk.

Assessment

Focus

This qualification tests the ability of candidates to translate from a source language into a target language to a professional standard and their awareness of the professional activity of translation.

Candidates are required to have an appropriate level of writing skills in their target language that demonstrates the skills of an educated native speaker. The passages set for translation will be of a standard of difficulty that translators would expect to meet 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, generally require additional experience or training to achieve success in this qualification.

Assessment grading

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

Each unit attracts Pass, Merit or Distinction but the qualification grade overall will be a Pass.

Grading percentages per unit

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

Unit format

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

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.

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

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 marking criteria – set out the level descriptors for the units.

Unit 01: Written Translation of a General Text

Core mandatory unit	
Level:	7
Unit Guided Learning Hours (GLH):	30
Total Unit Time (TUT):	200
Credit value:	20

Unit purpose and aim

About the unit

The ability to translate is beneficial for both personal and business reasons. Language translation services help businesses and people to operate on a global basis and communicate effectively with non-English speakers in their native language.

This unit focuses on written translation of a demanding but non-specialised text of about 600 words. The candidates will translate the text into their target language to a professional standard of accuracy.

What you will learn

In this unit you will develop a sound knowledge of general 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.

Learning Outcomes

LO1:   Be able to produce translation of a general text that shows the correct transfer of information and evidence of comprehension and accuracy, transfer of names, dates and figures

LO2:   Be able to produce translation of a general text that is grammatically sound, cohesive and coherent, as well as well organised and accurate in punctuation, orthography and accentuation

Assessment marking criteria – Unit 01

GRADE	LO1: Comprehension, accuracy, transfer of names, dates and figures	LO2: Grammar
Distinction	**Mark Range 40-50**	**Mark Range 40-50**
	The Candidate: • shows an excellent command of the subject matter with faultlessly accurate transfer of information and evidence of complete comprehension throughout • chooses language and register to accurately convey the subject matter and the spirit and intention of the source text • produces translation that is professionally usable without further amendment	The Candidate: • produces translation of professional quality, that reads like a piece originally written in the target language • demonstrates excellent choice of sentence structures • consistently uses correct grammar and sentence structures • applies appropriate register and shows stylistic awareness, linkages, discourse, orthography, punctuation and accentuation that are all entirely appropriate to the target language.
Merit	**Mark Range 35-39**	**Mark Range 35-39**
	The Candidate: • shows a good command of the subject matter, although at times there may be some under or over translation or a slight lack of clarity • uses vocabulary, terminology, idioms and register that are faithful to those of the source text • produces text that could be professionally acceptable with some minor amendment	The Candidate: • produces translation that is well organised, with good sentence structures and overall coherence. Register is good and the translation shows some degree of stylistic awareness. • produces translation that, whilst not perfect, is written with appropriate reorganisation of the information contained in the source text where necessary. With some small editing the text could be professionally acceptable. There are only a few minor lapses in orthography, punctuation and accentuation.
Pass	**Mark Range 30-34**	**Mark Range 30-34**
	The Candidate: • produces translation that shows an adequate command of the subject matter. There are no serious errors or omissions in the transfer of information. Any inaccuracies or omissions are minor and will not give false or misleading information to the reader. • produces translation that would need to be somewhat edited before being professionally acceptable	The Candidate: • produces translation that would need to be somewhat edited before being professionally acceptable • demonstrates that their choice of style and register as well as the sentence structure are sound, though with some awkwardness, and lapses in grammar.
Fail	**Mark Range 0-29**	**Mark Range 0-29**
	The Candidate: • shows an inadequate grasp of the informational content • produces translation with several clumsy or inappropriate renderings, both major and minor inaccuracies, which distort or impair the message at several points. • produces translation with serious omissions, some incorrect choice of register and terminology. The translation is not of professional quality.	The Candidate: • produces translation that does not read like an original piece of writing and is not of professional quality. It may be stilted and incoherent. • shows too much adherence to the sentence structure of the source text, with little effort to modify the sentences. There may also be paraphrasing or over-elaboration. • produces translation with various major and minor lapses in orthography, punctuation and accentuation

Unit 02: Written Translation of a Semi-Specialised Text	
Option unit	
Level:	7
Unit Guided Learning Hours (GLH):	30
Total Unit Time (TUT):	130
Credit value:	13

Unit purpose and aim

About the unit

The ability to translate is beneficial for both personal and business reasons. Language translation services help businesses and people to operate on a global basis and communicate effectively with non-English speakers in their native language.

This unit focuses on written translation of a semi-specialised text of 450 words set within the following subject areas: Business, Literature or Science. Based on the choice, candidates will then translate texts into their target language to a professional standard of accuracy.

What you will learn

In this unit you will develop a sound knowledge of your chosen semi-specialised field. You will be able to use your translation skills to produce a translation with clear evidence of complete comprehension and accuracy as well as being grammatically sound and well organised.

Learning Outcomes

LO1:   Be able to produce translation of a semi-specialised text that shows correct transfer of information and evidence of complete comprehension and accuracy, transfer of names, dates and figures

LO2:   Be able to produce translation of a semi-specialised text that is grammatically sound, cohesive and coherent, as well as well organised and accurate in punctuation, orthography and accentuation

Assessment marking criteria – Unit 02

GRADE	LO1: Comprehension, accuracy, transfer of names, dates and figures	LO2: Grammar
	Mark Range 40-50	**Mark Range 40-50**
Distinction	The Candidate: • shows an excellent command of the subject matter with faultlessly accurate transfer of information and evidence of complete comprehension throughout • appropriately chooses the language and register to accurately convey the subject matter and the spirit and intention of the source text • produces translation that is professionally usable without further amendment	The Candidate: • produces translation of professional quality, that reads like a piece originally written in the target language • demonstrates excellent choice of sentence structures • consistently uses correct grammar and sentence structures • applies appropriate register and shows stylistic awareness, linkages, discourse, orthography, punctuation and accentuation that are all entirely appropriate to the target language.
	Mark Range 35-39	**Mark Range 35-39**
Merit	The Candidate: • shows a good command of the subject matter, although at times there may be some under or over translation or a slight lack of clarity • uses vocabulary, terminology, idioms and register that are faithful to those of the source text • produces text that could be professionally acceptable with some minor amendment	The Candidate: • produces translation that is well organised, with good sentence structures and overall coherence. Register is good and the translation shows some degree of stylistic awareness. • produces translation that, whilst not perfect, is written with appropriate reorganisation of the information contained in the source text where necessary. With some small editing the text could be professionally acceptable. There are only a few minor lapses in orthography, punctuation and accentuation.
	Mark Range 30-34	**Mark Range 30-34**
Pass	The Candidate: • produces translation that shows an adequate command of the subject matter. There are no serious errors or omissions in the transfer of information. Any inaccuracies or omissions are minor and will not give false or misleading information to the reader. • produces translation that would need to be somewhat edited before being professionally acceptable	The Candidate: • produces translation that would need to be somewhat edited before being professionally acceptable • demonstrates that their choice of style and register as well as the sentence structure are sound, though with some awkwardness, and lapses in grammar.
	Mark Range 0-29	**Mark Range 0-29**
Fail	The Candidate: • shows an inadequate grasp of the informational content • produces translation with several clumsy or inappropriate renderings, both major and minor inaccuracies, which distort or impair the message at several points. • produces translation with serious omissions, some incorrect choice of register and terminology. The translation is not of professional quality.	The Candidate: • produces translation that does not read like an original piece of writing and is not of professional quality. It may be stilted and incoherent. • shows too much adherence to the sentence structure of the source text, with little effort to modify the sentences. There may also be paraphrasing or over-elaboration. • produces translation with various major and minor lapses in orthography, punctuation and accentuation

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Unit 03: Written Translation of a Semi-Specialised Text	
Option unit	
Level:	7
Unit Guided Learning Hours (GLH):	30
Total Unit Time (TUT):	130
Credit value:	13

Unit purpose and aim

About the unit

The ability to translate is beneficial for both personal and business reasons. Language translation services help businesses and people to operate on a global basis and communicate effectively with non-English speakers in their native language.

This unit focuses on written translation of a semi-specialised text of 450 words set within the following subject areas: Science, Social Science, Law or Arts and Culture. Based on the choice, candidates will have two hours to translate a text into their target language to a professional standard of accuracy.

What you will learn

In this unit you will develop a sound knowledge of your chosen semi-specialised field. You will be able to use your translation skills to produce a translation with clear evidence of complete comprehension and accuracy as well as being grammatically sound and well orgnised.

Learning Outcomes

LO1:   Be able to produce translation of a semi-specialised text that shows the correct transfer of information and evidence of complete comprehension and accuracy, transfer of names, dates and figures

LO2:   Be able to produce translation of a semi-specialised text that is grammatically sound, cohesive and coherent, as well as well organised and accurate in punctuation, orthography and accentuation

Assessment marking criteria – Unit 03

GRADE	LO1: Comprehension, accuracy, transfer of names, dates and figures	LO2: Grammar
Distinction	**Mark Range 40-50** The Candidate: • shows an excellent command of the subject matter with faultlessly accurate transfer of information and evidence of complete comprehension throughout • chooses the language and register to accurately convey the subject matter and the spirit and intention of the source text • produces translation that is professionally usable without further amendment	**Mark Range 40-50** The Candidate: • produces translation of professional quality, that reads like a piece originally written in the target language • demonstrates excellent choice of sentence structures • consistently uses correct grammar and sentence structures • applies appropriate register and shows stylistic awareness, linkages, discourse, orthography, punctuation and accentuation that are all entirely appropriate to the target language.
Merit	**Mark Range 35-39** The Candidate: • shows a good command of the subject matter, although at times there may be some under or over translation or a slight lack of clarity • uses vocabulary, terminology, idioms and register that are faithful to those of the source text • produces text that could be professionally acceptable with some minor amendment	**Mark Range 35-39** The Candidate: • produces translation that is well organised, with good sentence structures and overall coherence. Register is good and the translation shows some degree of stylistic awareness. • produces translation that, whilst not perfect, is written with appropriate reorganisation of the information contained in the source text where necessary. With some small editing the text could be professionally acceptable. There are only a few minor lapses in orthography, punctuation and accentuation.
Pass	**Mark Range 30-34** The Candidate: • produces translation that shows an adequate command of the subject matter. There are no serious errors or omissions in the transfer of information. Any inaccuracies or omissions are minor and will not give false or misleading information to the reader. • produces translation that would need to be somewhat edited before being professionally acceptable	**Mark Range 30-34** The Candidate: • produces translation that would need to be somewhat edited before being professionally acceptable • demonstrates that their choice of style and register as well as the sentence structure are sound, though with some awkwardness, and lapses in grammar.
Fail	**Mark Range 0-29** The Candidate: • shows an inadequate grasp of the informational content • produces translation with several clumsy or inappropriate renderings, both major and minor inaccuracies, which distort or impair the message at several points. • produces translation with serious omissions, some incorrect choice of register and terminology. The translation is not of professional quality.	**Mark Range 0-29** The Candidate: • produces translation that does not read like an original piece of writing and is not of professional quality. It may be stilted and incoherent. • shows too much adherence to the sentence structure of the source text, with little effort to modify the sentences. There may also be paraphrasing or over-elaboration. • produces translation with various major and minor lapses in orthography, punctuation and accentuation

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.