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## Qualification Specification

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### CIOL Qualifications Level 3 Certificate in Bilingual Skills – Police



Qualification Number 600/1990/6

Version August 2020

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## Introduction

CIOL Qualifications serve 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 Certificate in Bilingual Skills – Police was first introduced in 2013 and demonstrates CIOL's commitment to language training for the workplace. Set at 'A' level standard, it is an award that establishes a benchmark of linguistic competence at a level for those working, or intending to work, in the public services or voluntary sector where practical bilingual skills are a necessary attribute.

This qualification consists of an oral-only exam set at foundation level, for those who work in policing situations where bilingual skills are required in contexts drawn from police work and related areas. Currently delivered to the Metropolitan Police Service in London, it offers accreditation to front line police officers and staff who are regularly using other languages to serve the various multilingual communities of London.

It is ideally suited to other police services or related criminal justice organisations (e.g. the prison service, probation service) who require a similar level of skill to deal with multilingual communities and wish to test or accredit language skills.

## Regulation

The award is recognised by the Office of Qualifications and Examinations Regulation (Ofqual) and the Council for Curriculum, Examinations and Assessment (CCEA).

CIOL Qualifications Recognition Number RN5145.

## Qualification Information

### Qualification purpose

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

- it gives confidence to users of police and similar services living in communities where English is the second language
- it can be combined with parallel training for professional or vocational work in a workplace based context and the police services in particular
- it provides progression access to training for CIOL Qualification's Diploma in Public Service Interpreting (DPSI) or Diploma in Police Interpreting (DPI). Successful DPSI/DPI candidates can apply for registration on the National Register of Public Service Interpreters.

## Qualification objective

The objective of the CBS – Police is to make a language qualification available to providers or consumers of police services and other related domains which recognises competence in English and another language used by speech communities in Britain, and practical bilingual skills in a work-place based context.

The qualification is likely to be of interest to police officers and staff requiring evidence of their language skills, those seeking accreditation of language knowledge in this specialist area for which they have no previous qualification, or those wishing to seek work with the police or related services in future.

## Qualification structure

<b>Qualification title</b>	CIOL Qualifications Level 3 Certificate in Bilingual Skills – Police
<b>Qualification number (QN)</b>	600/1990/6
<b>Total Qualification Time (TQT)</b>	300 minimum
<b>Guided Learning Hours (GLH)</b>	75 (hrs)
<b>Level</b>	3
<b>Credits</b>	30
<b>Core units</b>	Unit 01 Unit 2 Unit 3
<b>Assessment</b>	Oral
<b>Unit grading</b>	Distinction Merit Pass

## Achieving this qualification

There are three core mandatory units that comprise this qualification and all must be successfully achieved (mastery) to be awarded the CIOL Qualifications Level 3 Certificate in Bilingual Skills – Police.

Units	Level	TUT	GLH	Credits
Unit 01 – Transfer spoken information between English and another language – Police (M/602/2136)	3	140	35	14
Unit 02 – Provide a sight translation into English from another language – Police (J/602/2126)	3	80	20	8
Unit 03 – Provide a sight translation from English into another language – Police (D/602/2066)	3	80	20	8
<b>Total</b>		<b>300</b>	<b>75</b>	<b>30</b>

The exam consists of three units. The units test candidates' knowledge and vocabulary in both English and their chosen Other Language. In order to provide a realistic level of assessment, each of the units is set in a practical context.

## Partial and full achievement of this qualification

Currently all units that comprise this qualification must be successfully completed within a five year period for candidates to be awarded the full qualification. As of January 2021, all new applicants will be required to complete the qualification within a three year period.

The three year full exam completion period would apply 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 one or two units only will be awarded electronic unit certificates. CBS – Police candidates can take the units in any order.

## Regulated Qualifications Framework (RQF)

The CBS – Police is registered on the Regulated Qualifications Framework (RQF) at Level 3.

## Equivalencies

European Qualification Framework – Level 4

## Entry requirement

This qualification is for those candidates aged 18+.

## Level of linguistic proficiency and pre-requisites

The level of linguistic proficiency expected is that of the National Language Standards Level 3,

A-Level or Scottish Higher Grade. Candidates are required to demonstrate at least this level of competence in speaking and reading skills in English and Other Language.

Before entering for the exam, it is recommended that candidates have obtained or can demonstrate GCSE level competence in English and Other Language to at least a Grade C level or equivalent.

## Progression

In terms of career development, whilst it should be noted that the CBS – Police does not qualify successful candidates to act as interpreters, it provides evidence of linguistic competence to support further specialist language acquisition or as preparation for further training and qualification as an interpreter through either the Diploma in Public Service Interpreting or the Diploma in Police Interpreting.

## Availability of the Certificate in Bilingual Skills – Police

The Certificate is awarded for English and Other Language or major dialect which has a written form and is used by speech communities in Britain. For availability of languages in a given session, candidates are advised to check with the relevant contact in their organisation.

### 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 languages, paired with English: Albanian, Arabic (MSA), Bengali (and Sylheti /Bengali), Bulgarian, Cantonese (Traditional script), Czech, Farsi, French, German, Gujarati, Hindi, Hungarian, Italian, Lithuanian, Mandarin (Simplified script), Panjabi (and Panjabi/Urdu), Polish, Portuguese (Brazilian), Portuguese (European), Romanian, Russian, Slovak, Somali, Spanish, Tamil, Turkish, Urdu.

## Recognition of Prior Learning (RPL) and Exemptions

CIOL Qualifications does not operate RPL and exemptions for this qualification.

### Assessment

#### Focus

The qualification is set within a work-related context with emphasis on the police. Candidates are examined in English and Other Language which will be agreed between the candidate, the Met Police and CIOL Qualifications. We reserve the right not to set an exam in a particular language.

Candidates should be familiar with and able to use the concepts and language appropriate to the main police services. The exam tests the ability of candidates to communicate effectively at A-level standard in English and Other Language outside their own home and family in work-related areas.

#### Assessment grading

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

## 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** – 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 candidate should cover.

**Learning outcomes** – set out what a candidate 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: Transfer spoken information between English and another language – Police

Core unit	
Level:	3
Unit Guided Learning Hours (GLH):	35
Total Unit Time (TUT):	140
Credit value:	14
Unit purpose and aim	

### About the unit

This unit will cover the effectiveness of communication and transfer of spoken information between English and Other Language. These skills are important in the context of police work because they enable interaction between victims and police support officers where there is a need for transfer of spoken information, for example when reporting crime.

### What you will learn

You will be able to facilitate communication between an English speaker and a speaker of Other Language utilising listening and speaking skills at the appropriate level and being aware of the applicable register.

### Learning Outcomes

- LO1: Be able to transfer spoken information between English and Other Language with accuracy, completeness and coherence
- LO2: Be able to transfer spoken information between English and Other Language using appropriate vocabulary, grammar and pronunciation
- LO3: Be able to transfer spoken information between English and Other Language with appropriate presentation, manner and fluence



## Assessment marking criteria – Unit 01

BAND	LO1: Accuracy, completeness, coherence	LO2: Vocabulary, grammar, pronunciation	LO3: Presentation, manner, fluency
<b>A</b>	<b>Mark Range 10-12</b>	<b>Mark Range 10-12</b>	<b>Mark Range 10-12</b>
	The Candidate: <ul style="list-style-type: none"> <li>accurately transfers all information with no omissions, distortions or incoherence</li> </ul>	The Candidate: <ul style="list-style-type: none"> <li>makes appropriate choice of words throughout to convey meaning accurately</li> <li>consistently demonstrates correct use of grammatical constructions</li> <li>uses any specialist terminology correctly</li> <li>has clear pronunciation, easily understood at all times</li> </ul>	The Candidate: <ul style="list-style-type: none"> <li>acts naturally at all times and is at ease within prescribed role</li> <li>expresses points confidently and politely</li> <li>expresses self with consistent fluency</li> </ul>
<b>B</b>	<b>Mark Range 7-9</b>	<b>Mark Range 7-9</b>	<b>Mark Range 7-9</b>
	The Candidate: <ul style="list-style-type: none"> <li>accurately transfers information with only a few minor omissions, distortions or minimal incoherence</li> </ul>	The Candidate: <ul style="list-style-type: none"> <li>largely makes appropriate choice of words to convey meaning accurately</li> <li>demonstrates for most part correct use of grammatical constructions with a few minor errors</li> <li>uses any specialist terminology mainly correctly</li> <li>has mainly clear pronunciation, easily understood</li> </ul>	The Candidate: <ul style="list-style-type: none"> <li>acts naturally for most part and is at ease within prescribed role</li> <li>mostly expresses points confidently and politely</li> <li>mostly expresses self fluently</li> </ul>
<b>C</b>	<b>Mark Range 4-6</b>	<b>Mark Range 4-6</b>	<b>Mark Range 4-6</b>
	The Candidate: <ul style="list-style-type: none"> <li>accurately transfers information but with some minor omissions, distortions; some incoherence may be present</li> </ul>	The Candidate: <ul style="list-style-type: none"> <li>uses adequate range of vocabulary to convey meaning accurately</li> <li>demonstrates adequate use of grammatical constructions but some errors of grammar and syntax</li> <li>adequately uses any specialist terminology</li> <li>may make pronunciation errors/have strong accent but can be understood</li> </ul>	The Candidate: <ul style="list-style-type: none"> <li>demonstrates adequate competence within prescribed role</li> <li>expresses points with sufficient confidence and politeness</li> <li>generally expresses self fluently but some hesitation may be present</li> </ul>
<b>D</b>	<b>Mark Range 1-3</b>	<b>Mark Range 1-3</b>	<b>Mark Range 1-3</b>
	The Candidate: <ul style="list-style-type: none"> <li>fails to transfer information accurately - too many omissions, distortions; incoherence present</li> </ul>	The Candidate: <ul style="list-style-type: none"> <li>has inadequate range of vocabulary</li> <li>makes multiple grammar/syntax errors</li> <li>has inadequate knowledge of any specialist terminology</li> <li>has pronunciation which impedes comprehension</li> </ul>	The Candidate: <ul style="list-style-type: none"> <li>lacks competence and confidence within prescribed role</li> <li>fails to express points successfully</li> <li>lacks fluency</li> </ul>

## Unit 02: Provide a sight translation into English from another language – Police

Core unit	
Level:	3
Unit Guided Learning Hours (GLH):	20
Total Unit Time (TUT):	80
Credit value:	8
Unit purpose and aim	

### About the unit

This unit will cover the effectiveness of communication and transfer of written information between English and Other Language. These skills are important in the context of police work because they enable interaction between victims and police support officers where there is a need for transfer of written information, for example when taking details of an incident report.

### What you will learn

You will be able to translate at sight accurately and completely a written communication of a semi-formal nature orally into English enabling an English audience to take appropriate action based on the translated document.

### Learning Outcomes

- LO1: Be able to convey written information orally from Other Language into English with completeness
- LO2: Be able to convey written information orally from Other Language into English with accuracy and appropriateness
- LO3: Be able to convey written information orally from Other Language into English with fluency and clear and distinct pronunciation

## Assessment marking criteria – Unit 01

BAND	LO1: Completeness	LO2: Accuracy & Appropriateness	LO3: Fluency & Pronunciation
<b>A</b>	<b>Mark Range 10-12</b>	<b>Mark Range 10-12</b>	<b>Mark Range 10-12</b>
	The Candidate: <ul style="list-style-type: none"> <li>demonstrates the ability to faultlessly and accurately convey the sense of the original message</li> <li>transfers all information without omissions, additions or distortions within the allotted time</li> </ul>	The Candidate: <ul style="list-style-type: none"> <li>demonstrates the ability to translate the passage with great accuracy and clarity, with appropriate paraphrasing, where necessary</li> <li>displays a very good knowledge/use of the language (including vocabulary/specialist terminology, register and context)</li> </ul>	The Candidate: <ul style="list-style-type: none"> <li>demonstrates a very good command of the language</li> <li>delivers the translation fluently.</li> <li>displays a very clear and distinct pronunciation and a good accent which facilitate comprehension</li> </ul>
<b>B</b>	<b>Mark Range 7-9</b>	<b>Mark Range 7-9</b>	<b>Mark Range 7-9</b>
	The Candidate: <ul style="list-style-type: none"> <li>demonstrates the ability to accurately convey the sense of the original message</li> <li>makes only a few minor slips which do not hamper comprehension</li> </ul>	The Candidate: <ul style="list-style-type: none"> <li>demonstrates the ability to translate the passage with satisfactory accuracy and clarity, with occasional paraphrasing, where necessary</li> <li>displays a good knowledge/use of the language (including vocabulary/specialist terminology, register and context)</li> </ul>	The Candidate: <ul style="list-style-type: none"> <li>demonstrates a good command of the language</li> <li>delivers the translation fluently and accurately, apart from some minor lapses</li> <li>displays for the most part a clear and distinct pronunciation and accent which do not affect ease of comprehension</li> </ul>
<b>C</b>	<b>Mark Range 4-6</b>	<b>Mark Range 4-6</b>	<b>Mark Range 4-6</b>
	The Candidate: <ul style="list-style-type: none"> <li>demonstrates the ability to adequately convey the sense of the original message</li> <li>makes no serious omissions, inaccuracies or distortions in the transfer of information which will lead to misunderstandings</li> </ul>	The Candidate: <ul style="list-style-type: none"> <li>demonstrates an adequate ability to translate the passage accurately and clearly</li> <li>keeps paraphrasing to an acceptable level without distorting the meaning</li> <li>may make several errors but the intended meaning can be discerned without too much difficulty</li> <li>displays adequate knowledge/use of vocabulary, specialist terminology and context</li> </ul>	The Candidate: <ul style="list-style-type: none"> <li>demonstrates an adequate command of the language</li> <li>may display some faults and hesitation which may hamper the flow of the translation</li> <li>may occasionally display faulty pronunciation and a pronounced accent but these will not impede meaning</li> </ul>
<b>D</b>	<b>Mark Range 1-3</b>	<b>Mark Range 1-3</b>	<b>Mark Range 1-3</b>
	The Candidate: <ul style="list-style-type: none"> <li>demonstrates an inadequate grasp of the language and/or subject matter and does not adequately convey the sense of the original message</li> <li>makes serious omissions and/or distortions preventing comprehension</li> </ul>	The Candidate: <ul style="list-style-type: none"> <li>lacks the ability to translate the passage with sufficient accuracy/clarity</li> <li>uses excessive and inaccurate paraphrasing which distorts the meaning</li> <li>makes too many errors</li> <li>produces a translation which is not always coherent and the intended meaning is only partially conveyed</li> <li>displays poor knowledge/use of vocabulary, specialist terminology and context</li> </ul>	The Candidate: <ul style="list-style-type: none"> <li>demonstrates an inadequate command of the language for the required task</li> <li>makes a considerable number of errors which hamper the flow of the translation</li> <li>displays faulty pronunciation and/or a strong accent which make it difficult or impossible for the intended listener to discern the meaning</li> </ul>

## Unit 03: Provide a sight translation from English into another language – Police

Core unit	
Level:	3
Unit Guided Learning Hours (GLH):	20
Total Unit Time (TUT):	80
Credit value:	8
Unit purpose and aim	

### About the unit

This unit will cover the effectiveness of communication and transfer of written information between Other Language and English. These skills are important in the context of police work because they enable interaction between victims and police support officers where there is a need for transfer of written information, for example when taking details of an incident report.

### What you will learn

You will be able to orally translate at sight accurately and completely a written communication of a semi-formal text, such as regulations, instructions or official correspondence into Other Language. This will enable an Other Language audience to take appropriate action based on the translated document.

### Learning Outcomes

- LO1: Be able to convey written information orally from English into Other Language with completeness
- LO2: Be able to convey written information orally from English into Other Language with accuracy and appropriateness
- LO3: Be able to convey written information orally from English into Other Language with fluency and clear and distinct pronunciation

## Assessment marking criteria – Unit 03

BAND	LO1: Completeness	LO2: Accuracy & Appropriateness	LO3: Fluency & Pronunciation
<b>A</b>	<b>Mark Range 10-12</b>	<b>Mark Range 10-12</b>	<b>Mark Range 10-12</b>
	The Candidate: <ul style="list-style-type: none"> <li>demonstrates the ability to faultlessly and accurately convey the sense of the original message</li> <li>transfers all information without omissions, additions or distortions within the allotted time</li> </ul>	The Candidate: <ul style="list-style-type: none"> <li>demonstrates the ability to translate the passage with great accuracy and clarity, with appropriate paraphrasing, where necessary</li> <li>displays a very good knowledge/use of the language (including vocabulary/specialist terminology, register and context)</li> </ul>	The Candidate: <ul style="list-style-type: none"> <li>demonstrates a very good command of the language</li> <li>delivers the translation fluently.</li> <li>displays a very clear and distinct pronunciation and a good accent which facilitate comprehension</li> </ul>
<b>B</b>	<b>Mark Range 7-9</b>	<b>Mark Range 7-9</b>	<b>Mark Range 7-9</b>
	The Candidate: <ul style="list-style-type: none"> <li>demonstrates the ability to accurately convey the sense of the original message</li> <li>makes only a few minor slips which do not hamper comprehension</li> </ul>	The Candidate: <ul style="list-style-type: none"> <li>demonstrates the ability to translate the passage with satisfactory accuracy and clarity, with occasional paraphrasing, where necessary</li> <li>displays a good knowledge/use of the language (including vocabulary/specialist terminology, register and context)</li> </ul>	The Candidate: <ul style="list-style-type: none"> <li>demonstrates a good command of the language</li> <li>delivers the translation fluently and accurately, apart from some minor lapses</li> <li>displays for the most part a clear and distinct pronunciation and accent which do not affect ease of comprehension</li> </ul>
<b>C</b>	<b>Mark Range 4-6</b>	<b>Mark Range 4-6</b>	<b>Mark Range 4-6</b>
	The Candidate: <ul style="list-style-type: none"> <li>demonstrates the ability to adequately convey the sense of the original message</li> <li>makes no serious omissions, inaccuracies or distortions in the transfer of information which will lead to misunderstandings</li> </ul>	The Candidate: <ul style="list-style-type: none"> <li>demonstrates an adequate ability to translate the passage accurately and clearly</li> <li>keeps paraphrasing to an acceptable level without distorting the meaning</li> <li>may make several errors but the intended meaning can be discerned without too much difficulty</li> <li>displays adequate knowledge/use of vocabulary, specialist terminology and context</li> </ul>	The Candidate: <ul style="list-style-type: none"> <li>demonstrates an adequate command of the language</li> <li>may display some faults and hesitation which may hamper the flow of the translation</li> <li>may occasionally display faulty pronunciation and a pronounced accent but these will not impede meaning</li> </ul>
<b>D</b>	<b>Mark Range 1-3</b>	<b>Mark Range 1-3</b>	<b>Mark Range 1-3</b>
	The Candidate: <ul style="list-style-type: none"> <li>demonstrates an inadequate grasp of the language and/or subject matter and does not adequately convey the sense of the original message</li> <li>makes serious omissions and/or distortions preventing comprehension</li> </ul>	The Candidate: <ul style="list-style-type: none"> <li>lacks the ability to translate the passage with sufficient accuracy/clarity</li> <li>uses excessive and inaccurate paraphrasing which distorts the meaning</li> <li>makes too many errors</li> <li>produces a translation which is not always coherent and the intended meaning is only partially conveyed</li> <li>displays poor knowledge/use of vocabulary, specialist terminology and context</li> </ul>	The Candidate: <ul style="list-style-type: none"> <li>demonstrates an inadequate command of the language for the required task</li> <li>makes a considerable number of errors which hamper the flow of the translation</li> <li>displays faulty pronunciation and/or a strong accent which make it difficult or impossible for the intended listener to discern the meaning</li> </ul>

## Exam resources

During preparation time for Unit 01, you are permitted to bring into the exam the following in hard copy format only:

- general bilingual, monolingual and specialist dictionaries
- published glossaries and / or personal word banks
- various reference materials including encyclopaedias may also be used.