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# Qualification Specification

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## CIOL Qualifications Level 7 Diploma in Translation



Qualification Number 501/1445/1

Version August 2020

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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 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 'Dip Trans' and may be eligible to apply for membership of the Chartered Institute of Linguists.

## Qualification structure

<b>Qualification title</b>	CIOL Qualifications Level 7 Diploma in Translation
<b>Qualification number (QN)</b>	501/1445/1
<b>Total Qualification Time (TQT)</b>	460 minimum
<b>Guided Learning Hours (GLH)</b>	90 (hrs)
<b>Level</b>	7
<b>Credits</b>	46
<b>Core units</b>	Unit 01 General Translation T/602/4678
<b>Mandatory options units</b>	Unit 02 Semi-specialised options (choose one) <ul style="list-style-type: none"> <li>• A (Technology) M/602/4680</li> <li>• B (Business) J/602/4684</li> <li>• C (Literature) L/602/4685</li> </ul> Unit 03 Semi-specialised options (choose one) <ul style="list-style-type: none"> <li>• D (Science) R/602/4686</li> <li>• E (Social Science) Y/602/4687</li> <li>• F (Law) D/602/4688</li> </ul>
<b>Assessment</b>	Written
<b>Unit grading</b>	Distinction Merit Pass

## Achieving this qualification

There is one core unit plus two core mandatory option units that comprise this qualification and all three must be successfully achieved (mastery) to be awarded the CIOLQ Level 7 Diploma in Translation. For Units 02 and 03, there are semi-specialised options in which to specialise.

Units	Level	TUT	GLH	Credit Value
Unit 01 – Written translation of a general text (T/602/4678)	7	200	30	20
Unit 02 – Written translation of a semi-specialised text (M/602/4680, J/602/4684, L/602/4685)	7	130	30	13
Unit 03 – Written translation of a semi-specialised text (R/602/4686, Y/602/4687, D/602/4688)	7	130	30	13
<b>Total</b>		<b>460</b>	<b>90</b>	<b>46</b>

## Rules of Combination (RoC)

The Diploma in Translation is comprised of one core unit and two core mandatory units. 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 subjects which sit within the unit 02 group are: (A) Technology, (B) Business and (C) Literature and within unit 03 group are: (D) Science, (E) Social Science and (F) Law.

Dip Trans candidates can take the units in any order.

## 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 for our qualifications will be required to complete the qualification within a three year period.

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 one or two units only will be awarded electronic unit certificates.

## Regulated Qualifications Framework (RQF)

The Diploma in Translation is registered on the Regulated Qualifications Framework (RQF) at Level 7.

## 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+.

## Level of linguistic proficiency and pre-requisites

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, and that you are familiar with the relevant cultural background.

The CIOL Qualifications Level 7 Diploma in Translation 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.

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 CIOL Open Centre in London accepts candidates who have not attended a course or cannot find a centre locally. In addition to centres based in the UK, the exam can be taken at centres in Bahrain, Canada, China (Mainland, Hong Kong & Macao), Cyprus, France, Germany, Greece, India, Ireland, Italy, Netherlands, Poland, Portugal, Russia, Singapore, Spain, Trinidad & Tobago, UAE and Uruguay. If there is no registered centre in the country where you want to take the exam, please contact your local British Council office.

## 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 recognises prior learning and attainment for this qualification and has established partnerships with a number of Higher Education institutions through which exemptions for individual units can be obtained. For further details regarding this arrangement, please contact [qualifications@ciol.org.uk](mailto: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. 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.

### 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 (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.



## Units

### Unit 01: Written Translation of a General Text

Core 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
<b>Distinction</b>	<b>Mark Range 40-50</b>	<b>Mark Range 40-50</b>
	<p>The Candidate:</p> <ul style="list-style-type: none"> <li>shows an excellent command of the subject matter with faultlessly accurate transfer of information and evidence of complete comprehension throughout</li> <li>chooses language and register to accurately convey the subject matter and the spirit and intention of the source text</li> <li>produces translation that is professionally usable without further amendment</li> </ul>	<p>The Candidate:</p> <ul style="list-style-type: none"> <li>produces translation of professional quality, that reads like a piece originally written in the target language</li> <li>demonstrates excellent choice of sentence structures</li> <li>consistently uses correct grammar and sentence structures</li> <li>applies appropriate register and shows stylistic awareness, linkages, discourse, orthography, punctuation and accentuation that are all entirely appropriate to the target language.</li> </ul>
<b>Merit</b>	<b>Mark Range 35-39</b>	<b>Mark Range 35-39</b>
	<p>The Candidate:</p> <ul style="list-style-type: none"> <li>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</li> <li>uses vocabulary, terminology, idioms and register that are faithful to those of the source text</li> <li>produces text that could be professionally acceptable with some minor amendment</li> </ul>	<p>The Candidate:</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>
<b>Pass</b>	<b>Mark Range 30-34</b>	<b>Mark Range 30-34</b>
	<p>The Candidate:</p> <ul style="list-style-type: none"> <li>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.</li> <li>produces translation that would need to be somewhat edited before being professionally acceptable</li> </ul>	<p>The Candidate:</p> <ul style="list-style-type: none"> <li>produces translation that would need to be somewhat edited before being professionally acceptable</li> <li>demonstrates that their choice of style and register as well as the sentence structure are sound, though with some awkwardness, and lapses in grammar.</li> </ul>
<b>Fail</b>	<b>Mark Range 0-29</b>	<b>Mark Range 0-29</b>
	<p>The Candidate:</p> <ul style="list-style-type: none"> <li>shows an inadequate grasp of the informational content</li> <li>produces translation with several clumsy or inappropriate renderings, both major and minor inaccuracies, which distort or impair the message at several points.</li> <li>produces translation with serious omissions, some incorrect choice of register and terminology. The translation is not of professional quality.</li> </ul>	<p>The Candidate:</p> <ul style="list-style-type: none"> <li>produces translation that does not read like an original piece of writing and is not of professional quality. It may be stilted and incoherent.</li> <li>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.</li> <li>produces translation with various major and minor lapses in orthography, punctuation and accentuation</li> </ul>

## Unit 02: Written Translation of a Semi-Specialised Text

Core 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: Technology, Business or Literature. 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
<b>Distinction</b>	<b>Mark Range 40-50</b>	<b>Mark Range 40-50</b>
	<p>The Candidate:</p> <ul style="list-style-type: none"> <li>shows an excellent command of the subject matter with faultlessly accurate transfer of information and evidence of complete comprehension throughout</li> <li>appropriately chooses the language and register to accurately convey the subject matter and the spirit and intention of the source text</li> <li>produces translation that is professionally usable without further amendment</li> </ul>	<p>The Candidate:</p> <ul style="list-style-type: none"> <li>produces translation of professional quality, that reads like a piece originally written in the target language</li> <li>demonstrates excellent choice of sentence structures</li> <li>consistently uses correct grammar and sentence structures</li> <li>applies appropriate register and shows stylistic awareness, linkages, discourse, orthography, punctuation and accentuation that are all entirely appropriate to the target language.</li> </ul>
<b>Merit</b>	<b>Mark Range 35-39</b>	<b>Mark Range 35-39</b>
	<p>The Candidate:</p> <ul style="list-style-type: none"> <li>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</li> <li>uses vocabulary, terminology, idioms and register that are faithful to those of the source text</li> <li>produces text that could be professionally acceptable with some minor amendment</li> </ul>	<p>The Candidate:</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>
<b>Pass</b>	<b>Mark Range 30-34</b>	<b>Mark Range 30-34</b>
	<p>The Candidate:</p> <ul style="list-style-type: none"> <li>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.</li> <li>produces translation that would need to be somewhat edited before being professionally acceptable</li> </ul>	<p>The Candidate:</p> <ul style="list-style-type: none"> <li>produces translation that would need to be somewhat edited before being professionally acceptable</li> <li>demonstrates that their choice of style and register as well as the sentence structure are sound, though with some awkwardness, and lapses in grammar.</li> </ul>
<b>Fail</b>	<b>Mark Range 0-29</b>	<b>Mark Range 0-29</b>
	<p>The Candidate:</p> <ul style="list-style-type: none"> <li>shows an inadequate grasp of the informational content</li> <li>produces translation with several clumsy or inappropriate renderings, both major and minor inaccuracies, which distort or impair the message at several points.</li> <li>produces translation with serious omissions, some incorrect choice of register and terminology. The translation is not of professional quality.</li> </ul>	<p>The Candidate:</p> <ul style="list-style-type: none"> <li>produces translation that does not read like an original piece of writing and is not of professional quality. It may be stilted and incoherent.</li> <li>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.</li> <li>produces translation with various major and minor lapses in orthography, punctuation and accentuation</li> </ul>

## Unit 03: Written Translation of a Semi-Specialised Text

Core 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 or Law. 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 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
<b>Distinction</b>	<b>Mark Range 40-50</b>	<b>Mark Range 40-50</b>
	<p>The Candidate:</p> <ul style="list-style-type: none"> <li>shows an excellent command of the subject matter with faultlessly accurate transfer of information and evidence of complete comprehension throughout</li> <li>chooses the language and register to accurately convey the subject matter and the spirit and intention of the source text</li> <li>produces translation that is professionally usable without further amendment</li> </ul>	<p>The Candidate:</p> <ul style="list-style-type: none"> <li>produces translation of professional quality, that reads like a piece originally written in the target language</li> <li>demonstrates excellent choice of sentence structures</li> <li>consistently uses correct grammar and sentence structures</li> <li>applies appropriate register and shows stylistic awareness, linkages, discourse, orthography, punctuation and accentuation that are all entirely appropriate to the target language.</li> </ul>
<b>Merit</b>	<b>Mark Range 35-39</b>	<b>Mark Range 35-39</b>
	<p>The Candidate:</p> <ul style="list-style-type: none"> <li>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</li> <li>uses vocabulary, terminology, idioms and register that are faithful to those of the source text</li> <li>produces text that could be professionally acceptable with some minor amendment</li> </ul>	<p>The Candidate:</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>
<b>Pass</b>	<b>Mark Range 30-34</b>	<b>Mark Range 30-34</b>
	<p>The Candidate:</p> <ul style="list-style-type: none"> <li>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.</li> <li>produces translation that would need to be somewhat edited before being professionally acceptable</li> </ul>	<p>The Candidate:</p> <ul style="list-style-type: none"> <li>produces translation that would need to be somewhat edited before being professionally acceptable</li> <li>demonstrates that their choice of style and register as well as the sentence structure are sound, though with some awkwardness, and lapses in grammar.</li> </ul>
<b>Fail</b>	<b>Mark Range 0-29</b>	<b>Mark Range 0-29</b>
	<p>The Candidate:</p> <ul style="list-style-type: none"> <li>shows an inadequate grasp of the informational content</li> <li>produces translation with several clumsy or inappropriate renderings, both major and minor inaccuracies, which distort or impair the message at several points.</li> <li>produces translation with serious omissions, some incorrect choice of register and terminology. The translation is not of professional quality.</li> </ul>	<p>The Candidate:</p> <ul style="list-style-type: none"> <li>produces translation that does not read like an original piece of writing and is not of professional quality. It may be stilted and incoherent.</li> <li>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.</li> <li>produces translation with various major and minor lapses in orthography, punctuation and accentuation</li> </ul>

## Exam resources

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

- general bilingual, monolingual and specialist dictionaries
- published glossaries and / or personal wordbanks
- various reference materials including encyclopedias.

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