



CIWM

Qualifications

0088, Version 2, September 2023

Use of Languages Policy

Together, we stand for a world beyond waste

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Purpose of this policy

This policy is for CIWM (WAMITAB) Qualifications Centres delivering CIWM qualifications who want to understand how to receive and assess learner work in a language other than English. It describes what CIWM (WAMITAB) Qualifications Centres need to consider before assessing work in other languages and how to apply to assess work in languages other than English.

Policy Statement

CIWM is committed to providing services that are relevant, attractive, and accessible to all those who might wish to use them.

CIWM will produce qualification assessments and supporting materials in English because this is the foremost language used within England, Wales, and Northern Ireland. Generally, assessment of our qualifications is in English, but in some cases, we will support the assessment of learners in other languages if:

- Proficiency in English is not required for the role.
- A learner assessed in a different language has met the same requirements as those learners assessed in English.
- The language of the assessment is clearly identifiable on the certificate.

Where there is a need to provide supporting documents and standards in another language (e.g. Welsh or Irish), CIWM will seek the assistance of an interpreter to transcribe the materials.

Please note that all CIWM (WAMITAB) Qualifications Centre approval and quality assurance activities will be conducted in English. The following will only be available in English:

- CIWM (WAMITAB) Qualifications Centre standardisation materials
- CIWM (WAMITAB) Qualifications Centre guidance materials
- CIWM (WAMITAB) Qualifications Centre training materials
- CIWM (WAMITAB) Assessment Strategies

Welsh-medium policy statement

The following policy statement is designed to comply with Condition D9 in the Standard Conditions of Recognition. To support the Qualification Wales Agriculture, Horticulture and Animal Care review, as well as Cymraeg 2050 targets to have a million Welsh speakers in Wales, CIWM provides the following qualifications and their supporting materials in English and Welsh:

Qualification Title
CIWM (WAMITAB) Level 2 Diploma for Sustainable Recycling Activities
CIWM (WAMITAB) Level 3 Diploma for Sustainable Recycling Activities (Supervisory)

The following materials for each of these qualifications are available in Welsh via our website and Quartz:

- Purpose statements.
- Qualification handbooks.

For delivery in another language

Prior to commencing delivery in another language, a CIWM (WAMITAB) Qualifications Centre must:

- Be approved to deliver the qualification.
- Have delivery staff approved to deliver the qualification.
- Submit a statement to CIWM outlining how you will ensure learners have an equitable experience.
- Ensure that translation is undertaken by competent, professional translators with a minimum of **three** years' experience and **no interest** in the outcome of assessment.
- Have sufficient funds to meet any translation requirements (e.g. on request the CIWM (WAMITAB) Qualifications Centre must be able to supply to CIWM specific samples of the learner's translated assessment and/or course materials in English for standardisation, centralised sampling, investigation, incident, appeals or internal audit activities).

Translation of learner's assessments

CIWM will work with CIWM (WAMITAB) Qualifications Centres to ensure that the implementation of all qualifications provide adequate mechanisms to guarantee the consistency of assessments across all languages.

Assessments must be internally assessed, internally quality assured and externally quality assured in the original language. To maintain quality assurance, CIWM will seek to appoint appropriately bi-lingual quality assurers to monitor and endorse all assessment methods and materials used. Should any issues arise during this process, CIWM will seek advice and guidance from the educational regulators.

Please note that the CIWM (WAMITAB) Qualifications Centre will be liable for the cost of professional translation if this is required by CIWM.

Application of Policy Example

A learner is not English and struggles to speak/write the language. He has been put forward for a CIWM qualification.

All underpinning knowledge can either be handled via a recording or written in the learners own language. There must be two translators; one appointed by the CIWM (WAMITAB) Qualifications Centre to carry out the initial translation in readiness for assessment and IQA. The second translator must be independent of the CIWM (WAMITAB) Qualifications Centre and appointed by CIWM to verify the accuracy of the translation. The cost of both translators must be borne by the CIWM (WAMITAB) Qualifications Centre.

However, if the role of the individual undertaking the qualification, and their activities to meet the standards, require them to demonstrate that they can communicate as needed in English, then this must be demonstrated. For example, if they need to induct a person to the waste site then this must be able to be demonstrated in English unless the employer is committed to providing a translator as part of the employee's reasonable adjustments in the workplace (i.e. it is a condition of their

employment). The same applies for understanding signs and preparing transfer notes and waste returns.



CIWM

Qualifications

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a world beyond waste

Our purpose is to move the world beyond waste

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This document has been designed to use minimal ink when printed.

More for professional life

Our mission is to unite, equip and mobilise our professional community to lead, influence and deliver the science, strategies, businesses and policies for the sustainable management of resources and waste.

For more information about how we can support you, visit [ciwm.co.uk](https://www.ciwm.co.uk).

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