

CMI Delivery and Assessment Language Policy – Ref: AB/POL/0009/DEC20/V04

History

Date	Amendments made
July 2019 V4	Insertion of 'History' and 'Distribution' sections

Distribution

- All Quality Managers
- All Lead Moderators
- New Partner Relationship Manager
- Customer Service team
- Assessment and Support Coordinator
- HE Partnership Support Executive
- Digital Delivery
- Quality Auditor
- CMI Centres

Purpose

This guidance applies to all CMI Centres and Learners registered on a CMI qualification. This document aims to support and give clarification to Centres and their Learners on the languages which may be used to deliver and assess CMI qualifications.

For the purpose of equal opportunities, English, Welsh or Irish (Gaeilge) languages must be treated equally. CMI qualifications can only be assessed in English (in England), Welsh (in Wales) or Irish (Gaeilge) (in Ireland) languages only.

Introduction

This document applies to all qualifications on credit-based frameworks. These include the Regulated Qualifications Framework (RQF), the Scottish Credit and Qualifications Framework (SCQF) and the Credit and Qualifications Framework for Wales (CQFW).

CMI is required by its regulators to ensure that all Learners taking it qualifications are assessed in –

- English in England, and
- English and/or Irish in Northern Ireland
- Welsh and/or English in Wales

The Learner taking the qualification may be assessed in British Sign Language where it is permitted by the CMI Centre for the purpose of reasonable adjustment.

Nothing in this Policy should be taken to indicate that CMI is required to provide promotional materials, qualification syllabuses or assessment documentation in languages other than English.

Scope

This policy applies to all CMI Centres.

Regulatory Requirements and Definitions

This policy meets the regulatory requirements set out by the Ofqual/CCEA Regulation/Qualifications Wales General Conditions of Recognition (August 2018), :

“Condition G2 Language of the assessment

G2.1 An awarding organisation must ensure that all Learners taking its qualifications in England are assessed in English, except to the extent that the use of another language is permitted by this condition.

G2.2 A Learner taking a qualification may be assessed in British Sign Language where it is permitted by an awarding organisation for the purpose of Reasonable Adjustment.

G2.3 A Learner taking a qualification may be assessed in any other language where it is one of the primary objectives of the qualification –

(a) for the Learner to gain knowledge of, skills in, and understanding of that language, or

(b) to support a role in the workplace, providing that proficiency in English is not required for the role supported by the qualification.”

This policy meets the regulatory requirements set out by the SQA Accreditation Regulatory Principles (2014):

“Principle 11 The awarding body shall ensure that it has robust systems and processes for the identification, design, development, implementation and review of qualifications, which meet the needs of users.

“Principle 9 The awarding body shall ensure that its qualifications and their assessment are inclusive and accessible to learners.”

Definitions

International Learners - Learners registered with UK-based CMI Centres or International Centres who are domiciled outside of England, Wales, Scotland or Northern Ireland.

International Centre - Recognised, Registered or Approved Centre based outside of England, Wales, Scotland or Northern Ireland.

Monitoring the Policy

CMI Centres are advised to:

- Ensure equality in access and progression towards achieving the CMI qualification for Learners that choose the Welsh or Irish-medium or dual language role
- Contact CMI upon Learner registration to advise that there is a need for moderation to be conducted through the medium of Welsh or Irish (Gaeilge)
- Ensure Lecturers, Assessors and Internal Verifiers must be able to carry out their role and conduct assessments through the medium of Welsh or Irish (Gaeilge) where necessary

CMI is required to:-

- Ensure CMI qualifications may be achieved through the medium of English, Welsh or Irish (Gaeilge) or through a mixture of the English, Welsh or Irish (Gaeilge) languages. If the qualification is assessed in a language other than English this will be indicated on the certificate
- Ensure CMI qualification delivery and assessment in Welsh or Irish and any documentation produced in Welsh or Irish (Gaeilge) or dual language must be of an equivalent standard to English
- Ensure CMI Moderators must be able to carry out their role through the medium of Welsh or Irish (Gaeilge) where necessary

Assessment in English, Welsh or Irish (Gaelic)

Where the languages English, Welsh or Irish are used in achieving a CMI qualification, the following criteria must be met:

- Portfolio evidence should be in English, Welsh or Irish (Gaeilge)

- Witness statement(s) can be in English, Welsh or Irish (Gaeilge) or a combination of languages
- Assessor records should specify the language used during direct assessments
- Records should indicate clearly which units have been achieved with which language

CMI Centres must:

- Maintain records of the Welsh or Irish (Gaeilge) language medium and/or dual language qualification provision
- Maintain records of the number of Learners registered for Welsh or Irish (Gaeilge) language medium and dual language assessment
- Maintain records of the number of Welsh or Irish (Gaeilge) language medium and dual language qualifications (or units) achieved
- Identify demand for new or additional opportunities for Welsh or Irish (Gaeilge) language medium or dual language assessment

International Learners and Centres

For International Registered and Approved Centres, all assessment for CMI qualifications will be conducted in English, whether the Learners are domiciled in the UK or abroad.

Where a robust case is made by an International Centre under G2.3 of the General Conditions of Recognition, and the case is agreed by the International Quality Manager, translation verification of assessment briefs and Learner work may be used by CMI in addition to the normal processes of Internal Verification and Moderation. This will be at the discretion of the International Quality Manager who will also ensure the authenticity of Learner work.