

CMI Delivery and Assessment Language Policy

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History

Date	Amendments made
March 2024 V5.0	<ul style="list-style-type: none"> Amendments made to the regulatory requirements
July 2019 V4.0	<ul style="list-style-type: none"> Insertion of 'History' and 'Distribution' sections

Distribution

Distribution List

- All Quality Managers
- All CMI Markers & Moderators
- Partner Relationship Managers
- Customer Service Team
- Partner Engagement Managers
- Awarding Body Support Team
- CMI Markers and Moderators
- CMI Centres

This policy will be published on the CMI website

Purpose

Document 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.

Scope

Scope

This policy applies to all CMI Centres and CMI-registered Learners.

Introduction

Document Introduction

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. Where CMI has formally translated qualifications into another language apart from English, Welsh or Irish (Gaeilge) languages, then this will be reflected in the qualification syllabus and assessment material.

This document applies to all CMI 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 its 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 or Irish Sign Language where it is permitted by the CMI Centre for the purpose of reasonable adjustment.

Regulatory Requirements

Regulatory Requirements

This policy meets the regulatory requirements set out by the [Ofqual/CCEA Regulation](#) - General Conditions of Recognition, [Qualifications Wales](#) - Standard Conditions of Recognition -

Ofqual - 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.

CCEA Regulation - G2.1 An awarding organisation must ensure that all Learners taking its qualifications are assessed in English in England, and English or Irish in Northern Ireland, except to the extent that the use of another language is permitted by this Condition

Qualifications Wales - G2.1 An awarding body must ensure that all Learners taking its qualifications are assessed in Welsh and/or English in Wales except to the extent that the use of another language is permitted by this Condition.

Ofqual - 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.

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

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

Ofqual - 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.

CCEA Regulation - 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 or Irish is not required for the role supported by the qualification.

Qualifications Wales - 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 or Welsh is not required for the role supported by the qualification.

G2.4 Where an awarding organisation makes available a qualification in more than one language, the awarding organisation must take all reasonable steps to ensure that assessments in different languages ensure a consistent Level of Demand for Learners.

This policy also meets the requirements of the [SQA Accreditation Regulatory Principles](#) (2021):

SQA Principle 10 - The awarding body must ensure that its systems and processes for the identification, design, development, implementation and review of qualifications and assessments are fit for purpose.

SQA Principle 14 - The awarding body and its providers must ensure that its qualifications and their delivery and assessment are fair, inclusive and accessible to learners.

Definitions

Definition

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

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

Delivery and Assessment

Delivery and Assessment

CMI Centres are required to -

- Ensure equality in access and progression towards achieving a CMI qualification for Learners that choose the Welsh or Irish-medium or dual language role or British or Irish Sign Language.
- Contact CMI upon Learner registration to advise that there is a need for moderation or marking to be conducted through the medium of Welsh or Irish (Gaeilge) or British or Irish Sign Language.
- Where required, ensure Deliverers, Assessors and Internal Quality Assurers are able to carry out their role and conduct assessments through the medium of English, Welsh or Irish (Gaeilge) or British or Irish Sign Language 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 sufficient resources to provide Moderation or Marking through the medium of Welsh or Irish (Gaeilge) or British or Irish Sign Language where necessary.
- Ensure where a CMI qualification is assessed in any other language that sufficient Moderation or Marking resources are provided.

Delivery

Delivery of a CMI qualification can be undertaken in any language, however, the assessment must be completed in either English, Welsh or Irish (Gaeilge) or British or Irish Sign Language.

Assessment

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

- Evidence should be in English, Welsh or Irish (Gaeilge).
- Where British or Irish Sign Language has been used, a digital video recording of the assessment must be presented as evidence.
- Witness statement(s) can be in English, Welsh or Irish (Gaeilge) or a combination of languages.
- Assessor records should specify the language used during assessments.
- Records should indicate clearly which units have been achieved with which language.

CMI Centres must:

- Maintain accurate records of the qualification provision.
- Maintain records of the number of Learners registered for Welsh or Irish (Gaeilge) language medium and dual language assessment and where a reasonable adjustment has been provided in the form of British or Irish Sign Language.
- 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 assessments for CMI qualifications must 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 [Ofqual/CCEA Regulation](#) - General Conditions of Recognition, G2.3 of the [Qualification Wales](#) - Standard Conditions of Recognition, and [SQA Accreditation](#) Regulatory Principles 10 & 14 and the case is agreed by CMI, a CMI verified translation of a qualification syllabus and associated assessment material may be used in the delivery, assessment and internal quality assurance by a CMI Centre. When agreed with CMI, Learner's assessments can be completed in a language other than English, Welsh or Irish (Gaeilge) by exception.

Monitoring and Review

Monitoring and Review

All cases using this policy will be reviewed annually to ensure the appropriateness and approach are fit for purpose.