

Translation Policy

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Version Number	Date	Changes
V2.7	Oct 25	Disclaimer added to data retention section to ensure uniformity with information held on the NCFE website

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1. Policy principles

By establishing clear guidelines and accountability measures, NCFE aims to uphold the integrity and consistency of qualifications delivered in non-English languages, thereby promoting equitable access to educational opportunities while maintaining rigorous quality assurance standards.

2. Introduction

Centres are approved to deliver and assess qualifications in English only, unless they apply to become approved to deliver and assess qualifications in a language other than English. If you are approved to deliver a qualification in a language other than English, Centres will be responsible for the additional operational and quality assurance costs incurred when delivering and processing assessments in another language.

NCFE will not accept translations carried out internally by the centre. The cost of translation must be covered by the centre so please ensure that you have planned for this additional cost in line with your responsibilities as stated in the Centre Agreement.

2.1. Purpose

The purpose of the Translation Approval Policy is to regulate the delivery and assessment of qualifications in languages other than English, ensuring adherence to quality standards and operational efficiency. Centres seeking to expand their delivery scope beyond English are required to apply for translation approval, facilitating the provision of qualifications in other languages. This policy underscores the necessity for centres to bear the responsibility for translation costs, including both application fees and subsequent operational expenses associated with assessment processing.

2.2. Responsibilities/duties

- The Senior International and Devolved Nations Manager is the Document owner of this policy.
- NCFE International Centres are responsible for adhering to this policy.

2.3. Definitions

Word/Acronym	Definition
EQA	External Quality Assurance

2.4. Location

NCFE website.

3. Process

3.1. Internal assessments

Centres deliver and assess in the approved language in line with the requirements of the qualification. As part of the External Quality Assurance Review an EQA will request a sample of your learners' work and other supporting documents to be translated into English by an approved third party, as detailed below.

Centres must inform NCFE of which translation service they intend to use for NCFE to approve before the centre is approved to offer the qualification in another language. The translated documents must be submitted to NCFE with evidence of who has carried out the translation for our EQAs to carry out external quality assurance.

In the Middle East and North Africa (MENA) region, NCFE will approve translators from the following sources:

- British Council (info on how you get the list from your local/national BC office)
- Gov.uk 'list of translators and interpreters abroad' list
www.gov.uk/government/collections/lists-of-translators-and-interpreters
- www.itl.org.uk approved translator directory.

For the MENA Arabic speaking regions, SEG International are approved to provide translation services. MENA region centres should contact SEG International directly for further details on their services.

3.2. External assessments

For qualifications which have an externally set assessment, we are only able to offer translation and marking in another language for high volumes of learners due to the cost and operational burden of translating and marking in another language. Requests for this will be assessed on a case-by-case basis by NCFE. Centres will need to provide a business case and agree to pay a fee per learner upfront for a minimum number of learner registrations for the external assessment for their request to be considered.

4. Initial Equality Impact Assessment

An Initial Equality Impact Assessment has been completed for this policy, and no concerns were raised.

5. Training

There are no specific training needs in relation to this policy.

6. References to associated documents

[NCFE CACHE Translation Application Form V8.0.docx](#)

7. Implementation and dissemination

Available via the NCFE website.

8. Monitoring arrangements

To be reviewed annually by the international team

9. Data retention

No personal data is used as part of this procedure.

Disclaimer: Submission of Original Documentation

To protect personal information, please do not send original documents to NCFE via post. We cannot accept responsibility for the loss, damage, or return of any original documentation sent to us.

Where documentation is required, we request that you provide certified copies or high-quality scanned versions instead. This approach helps protect your documents and ensures a more secure and efficient service.