Qualification Specification for:

OCN NI Level 4 Award in Community Interpreting

➢ **Qualification No: 610/0119/2**

Qualification Regulation Information

OCN NI Level 4 Award in Community Interpreting
Qualification Number: 610/0119/2

Operational start date: 15 November 2021
Operational end date: 02 November 2026
Certification end date: 02 November 2030

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification and the certification end date is the last date by which learners can claim their certificate.

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications (**http://register.ofqual.gov.uk/**). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

OCN NI Contact Details

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Foreword

This document explains OCN NI's requirements for the delivery and assessment of the following regulated qualification:

→ **OCN NI Level 4 Award in Community Interpreting**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualification
- The structure and content of the qualification
- Unit details
- Assessment requirements for the qualification
- OCN NI's quality assurance arrangements for the qualification
- Administration

OCN NI will notify centres in writing of any major changes to this specification. We will also publish changes on our website at **www.ocnni.org.uk**

This specification is provided online, so the version available on our website is the most up to date publication. It is important to note that copies of the specification that have been downloaded and printed may be different from this authoritative online version.

Contents

About Regulation

OCN NI

Open College Network Northern Ireland (OCN NI) is a regulated Awarding Organisation based in Northern Ireland. OCN NI is regulated by CCEA Regulation to develop and award professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is regulated by Ofqual to award similar qualification types in England.

The Regulated Qualifications Framework: an overview

The Regulated Qualifications Framework (RQF) was introduced on 1st October 2015: the RQF provides a single framework for all regulated qualifications.

Qualification Level

The level indicates the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels (Levels 1-8) supported by three 'entry' levels (Entry 1-3).

Qualification Size

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in terms of Total Qualification Time (TQT), and the part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours (GLH).

Qualification Features

Sector Subject Area
12.1 Languages, literature and culture of the British Isles

NOS - Interpreting

Qualification Aim
The OCN NI Level 4 Award in Community Interpreting qualification has been designed to develop the skills and knowledge required to work as a community interpreter.

Qualification Objectives
The objectives of the OCN NI Level 4 Award in Community Interpreting qualification are to enable the learners to be able to:

- understand appropriate interpreting terminology, jargon, and the importance of a bilingual glossary
- research, report and evaluate information required for different interpreting assignments.
- understand the role of the interpreter including carrying out and evaluating interpreting assignments.
- understand the different terminology used in the public and private sector.
- understand interpreting procedures in different interpreting assignments.
- understand cultural differences and their impact.

Grading
Grading for this qualification is pass/fail.

Qualification Target Group
The OCN NI Level 4 Award in Community Interpreting is designed for bilingual learners who wish to develop and improve their interpreting and sight translation skills.

Progression
The OCN NI Level 4 Award in Community Interpreting enables progression into further learning in this area or into employment in interpreting within the public and private sectors.

Entry Requirements

Learners should be at least 18 years of age. Learners should be proficient in both the source language and target language i.e. qualified to a minimum proficiency level of C1 or equivalent for both in accordance with the Common European Framework of Reference for Languages (CEFR).

Qualification Support

A Qualification Support pack is available for OCN NI centres within the login area of the OCN NI website (https://www.ocnni.org.uk/my-account/), which includes additional support for teachers, eg planning and assessment templates, guides to best practice, etc.

Delivery Languages

This qualification is available in English only at this time. If you wish to offer this qualification in Welsh or Irish (Gaeilge) then please contact OCN NI who will review demand and provide as appropriate.

Centre Requirements for Delivering the Qualification

Centre Recognition and Qualification Approval
New and existing OCN NI recognised centres must apply for and be granted approval to deliver the qualification prior to the commencement of delivery.

Centre Staffing
Centres are required to have the following roles in place as a minimum, although a member of staff may hold more than one role*:

- Centre contact
- Programme Co-ordinator
- Tutor
- Assessor
- Internal Verifier

*Note: A person cannot be an internal verifier for their own assessments.

Tutors
Tutors delivering the qualification should be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of three years' experience in the relevant area.

Assessors
The qualifications are assessed within the centre and are subject to OCN NI's quality assurance processes. Units are achieved through internally set, internally assessed, and internally verified evidence.

Assessors must:
- be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of three years relevant experience in the area they are assessing
- have direct or related relevant experience in assessment
- assess all assessment tasks and activities

Internal Verification

OCN NI qualifications must be scrutinised through the centre's internal quality assurance processes as part of the recognised centre agreement with OCN NI. The centre must appoint an experienced and trained centre internal verifier whose responsibility is to act as the internal quality monitor for the verification of the delivery and assessment of the qualifications.

The centre must agree a working model for internal verification with OCN NI prior to delivery of the qualifications.

Internal Verifiers must:

- have at least three years occupational experience in the areas they are internally verifying
- attend OCN NI's internal verifier training

Internal verifiers are required to:
- support tutors and assessors
- sample assessments according to the centre's sampling strategy
- ensure tasks are appropriate to the level being assessed
- maintain up-to-date records supporting the verification of assessment and learner achievement

Structure and Content

In order to achieve this qualification learners must complete the four mandatory units for a total of 12 credits:

Total Qualification Time (TQT) for this qualification: 120 hours
Guided Learning Hours (GLH) for this qualification: 72 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
H/650/0521	CBF596	Bilingual Glossary	3	18	Four
J/650/0522	CBF597	Interpreting Research Skills	3	18	Four
K/650/0523	CBF598	Interpreting Skills in Practice	3	18	Four
L/650/0524	CBF599	Public and Private Sector Interpreting Skills	3	18	Four

Unit Details

Title	Bilingual Glossary
Level	Four
Credit Value	3
Guided Learning Hours (GLH)	18
OCN NI Unit Code	CBF596
Unit Reference No	H/650/0521

Unit purpose and aim(s): This unit will enable the learner to develop a bilingual glossary when working as an interpreter.

Learning Outcomes	Assessment Criteria
1. Understand interpreting terminology, jargon, and the importance of a bilingual glossary.	1.1. Explain the importance of a bilingual glossary as a tool when working as an interpreter. 1.2. Produce a bilingual glossary as a reference tool to include at least 250 terms and jargon relating to different interpreting assignments in the following sectors: a) health b) education c) criminal justice and probation d) social security and benefits

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Interpreting Research Skills
Level	Four
Credit Value	3
Guided Learning Hours (GLH)	18
OCN NI Unit Code	CBF597
Unit Reference No	J/650/0522

Unit purpose and aim(s): This unit will enable the learner to apply research skills to different interpreting assignments.

Learning Outcomes	Assessment Criteria
1. Be able to research, report and evaluate information required for different interpreting assignments.	1.1. Research, report and evaluate information required for at least one interpreting assignment in each of the following sectors: a) health b) education c) criminal justice and probation d) social security and benefits

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Interpreting Skills in Practice
Level	Four
Credit Value	3
Guided Learning Hours (GLH)	18
OCN NI Unit Code	CBF598
Unit Reference No	K/650/0523

Unit purpose and aim(s): This unit will enable the learner to understand the role of the interpreter and the importance of using appropriate terminology in interpreting assignments.

Learning Outcomes	Assessment Criteria
1. Understand the role of the interpreter.	1.1. Explain the role of the interpreter and the importance of accurate and effective communication.
2. Understand the importance of using appropriate terminology in interpreting assignments.	2.1. Explain the importance of using appropriate terminology in the following interpreting assignments: a) health b) education c) criminal justice and probation d) social security and benefits
3. Be able to carry out and evaluate interpreting assignments.	3.1. Carry out an interpreting assignment for each of the settings identified in AC 2.1. 3.2. Evaluate the interpreting assignments carried out in AC 3.1 identifying areas for development.

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Public and Private Sector Interpreting Skills
Level	Four
Credit Value	3
Guided Learning Hours (GLH)	18
OCN NI Unit Code	CBF599
Unit Reference No	L/650/0524

Unit purpose and aim(s): This unit will enable the learner to understand interpreting in the public and private sector.

Learning Outcomes	Assessment Criteria
1. Understand the different terminology used in the public and private sector and how it may be applied.	1.1. Research different terminology which may be used in public and private sector assignments. 1.2. Use appropriate terminology to convey intended meaning to both the client and non-English speaker for a given scenario within each of the following sectors: a) health b) education c) criminal justice and probation d) social security and benefits
2. Understand interpreting procedures in different interpreting assignments.	2.1. Research interpreting assignments for the sectors identified in AC 1.2 including procedures and appropriate management strategies for different situations.
3. Understand cultural differences and their possible impact on interpreting within the public and private sector.	3.1. Research cultural differences and the possible impact on interpreting assignments within the public and private sector including management strategies.

Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	**Definition**	**Possible Content**
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Quality Assurance of Centre Performance

External Verification

All OCN NI recognised centres are subject to External Verification. External verification visits and monitoring activities will be conducted annually to confirm continued compliance with the conditions of recognition, review the centre's risk rating for the qualifications and to assure OCN NI of the maintenance of the integrity of the qualifications.

The External Verifier will review the delivery and assessment of the qualifications. This will include the review of a sample of assessment evidence and evidence of the internal verification of assessment and assessment decisions. This will form the basis of the EV report and will inform OCN NI's annual assessment of centre compliance and risk. The External Verifier is appointed by OCN NI.

Standardisation

As a process, standardisation is designed to ensure consistency and promote good practice in understanding and application of standards. Standardisation events:

- make qualified statements about the level of consistency in assessment across centres delivering a qualification
- make statements on the standard of evidence that is required to meet the assessment criteria for units in a qualification
- make recommendations on assessment practice
- produce advice and guidance for the assessment of units
- identify good practice in assessment and internal verification

Centres offering units of an OCN NI qualification must attend and contribute assessment materials and learner evidence for standardisation events if requested.

OCN NI will notify centres of the nature of sample evidence required for standardisation events (this will include assessment materials, learner evidence and relevant assessor and internal verifier documentation). OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.

Administration

Registration
A centre must register learners within 20 working days of commencement of a qualification.

Certification
Certificates will be issued to centres within 20 working days of receipt of correctly completed results marksheets. It is the responsibility of the centre to ensure that certificates received from OCN NI are held securely and distributed to learners promptly and securely.

Charges
OCN NI publishes all up to date qualification fees in its Fees and Invoicing Policy document. Further information can be found on the centre login area of the OCN NI website.

Equality, Fairness and Inclusion
OCN NI has considered the requirements of equalities legislation in developing the specification for these qualifications. For further information and guidance relating to access to fair assessment and the OCN NI Reasonable Adjustments and Special Considerations policies, centres should refer to the OCN NI website.

Retention of Evidence
OCN NI has published guidance for centres on the retention of evidence. Details are provided in the OCN NI Centre Handbook and can be accessed via the OCN NI website.

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