

# Use of Language Policy



**Version 4**  
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# 1 Purpose

This policy sets out SFJ Awards' approach to providing assessments and assessment materials in the languages of the United Kingdom recognised by the Qualifications Regulators (English, Welsh and, in Northern Ireland, Irish).

## 2 Roles and Responsibilities

### Centre Staff (Assessors and Internal Quality Assurers):

- Are aware of this policy and the opportunity for assessments to take place in the languages of the United Kingdom recognised by the Qualifications Regulators, where appropriate.

### Head of Centre:

- Ensure centre staff are aware of this policy and the opportunity to provide assessments and assessment materials within the UK in the languages of the United Kingdom recognised by the Qualifications Regulators
- Notify SFJ Awards promptly of the need for assessments to take place in a language other than English, *before* assessment takes place and before the Learners are first registered with SFJ Awards.

### SFJ Awards' Quality and Assessment Manager:

- Respond promptly to requests for assessments or assessment materials in Welsh or Irish.
- Ensure that standardisation takes place and assessments have the same level of challenge and demand irrespective of the language of the assessment.
- To ensure External Quality Assurance is carried out.

### SFJ Awards' Qualifications and Development Manager:

- Work with the Quality and Assessment Manager to develop materials in Welsh or Irish as appropriate.

### SFJ Awards' Office Manager:

- Provide bilingual certificates, in English and Welsh or English and Irish, as appropriate.

### 3 Rationale

SFJ Awards is subject to the Welsh Language Act and the Right to be Assessed in Other Languages (Northern Ireland).

We are committed to supporting learners to achieve their full potential and recognise the importance of the provision of assessment and learning materials in Welsh and Irish.

SFJ Awards will ensure that all Learners taking its qualifications are assessed in English and, if requested and where practicable, Welsh or Irish (see Section 5 below).

### 4 Requests

The notice period given to SFJ Awards in relation to assessment materials and assessment must be of sufficient length for SFJ Awards to carry out the work required to ensure that an assessment in a language other than English, is comparable, should the assessment have been in English.

In all cases, notice must be given to SFJ Awards **before** the Learner's registration.

Requests must be made in writing or email by the Head of Centre to:

The Quality & Assessment Manager  
SFJ Awards  
1<sup>st</sup> Floor, Consult House  
Meadowcourt Business Park  
4 Hayland Street  
Sheffield  
S9 1BY

or

Email [info@sfjawards.com](mailto:info@sfjawards.com)

The Quality & Assessment Manager will respond to requests within 5 working days.

### 5 Assessment Materials

SFJ Awards business language is English and we provide assessment materials and qualification specifications that are expressed in English.

Assessment specifications and assessment materials may be requested in Welsh or Irish and, where possible, SFJ Awards will try to fulfil such requests.

SFJ Awards will provide assessment materials and qualification specifications that are expressed in Welsh or Irish and support the assessment of those learners, where the number of learners makes it economically viable for SFJ Awards to do so.

**Please Note:** for learners seeking to take a qualification and be assessed in British Sign Language or Irish Sign Language – please refer to SFJ Awards' Reasonable Adjustments Policy. A Learner may be assessed in British Sign Language or Irish Sign Language where it is permitted by SFJ Awards for the purpose of Reasonable Adjustment.

## 6 Quality Assurance

We may employ the services of a bilingual External Quality Assurer (EQA) when required. If a bilingual EQA is not available, we may employ the services of an experienced translator to provide professional interpretation support to the EQA to enable them to conduct their EQA duties.

The activity of external quality assurance and associated reporting will be conducted in English.

Where assessment has been in another language other than English, the centre should make the learner evidence available to their EQA to allow them to include the learner(s) as part of their representative sample, to ensure that assessments in different languages ensure a consistent Level of Demand for Learners.

Where a centre has Direct Claims Status, the IQA should in the same way include learner evidence where assessment has been in another language other than English as part of their representative sample, to ensure that assessments in different languages ensure a consistent Level of Demand for Learners.

SFJ Awards holds standardisation meetings for its EQAs and these meetings include the moderation of assessments, internal quality assurance activities and external quality assurance activities. Moderation will include the comparability of assessments, internal quality assurance and external quality assurance activities across all languages in which a qualification is offered to ensure that assessments in different languages ensure a consistent Level of Demand for Learners.

Assessments conducted in languages other than English will be included for moderation purposes.

## 7 Certificates

SFJ Awards will ensure that the language of the assessment is clearly identifiable on the certificate.

Upon request from a centre, SFJ Awards will issue bilingual certificates in English and Welsh (when the assessment has been carried out in Welsh) or English and Irish (when the assessment has been carried out in Irish).

Requests must be made in writing by the Head of Centre to:

FAO The Office Manager  
SFJ Awards  
1<sup>st</sup> Floor, Unit C  
Meadowcourt Business Park  
4 Hayland Street  
Sheffield  
S9 1BY

or

Email [info@sfjawards.com](mailto:info@sfjawards.com)

## 8 Policy Review

This policy will be reviewed by the Quality and Assessment Manager on a regular basis as part of SFJ Awards' self-evaluation arrangements and revised as necessary in response to lessons learnt, customer feedback, changes in legislation and guidance from the Qualifications Regulators.

Our review of the policy will ensure that SFJ Awards procedures continue to be consistent with the regulatory criteria and are applied appropriately and equitably.

Policies and formal amendments to policies are approved at the next meeting by the Quality & Standards Committee.

If you have any queries about the content of the policy or you wish to give feedback then please contact SFJ Awards Tel: 01142 841970 or email [info@sfjawards.com](mailto:info@sfjawards.com)

## 9 Location of the Policy

You can download copies of the policy from our website: [www.sfjawards.com/language](http://www.sfjawards.com/language)