



ECITB Awarding Organisation
Use of language policy
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Scope

This policy is for the use of approved centres delivering ECITB qualifications who need guidance on the language used for training and assessment.

This policy applies to all ECITB qualifications offered in England, Wales and Scotland.

Policy statement

As an awarding organisation operating in England, Wales and Scotland, all assessments that contribute to an ECITB qualification must be conducted solely in English.

Knowledge test questions are set in English and learners must respond in English. Interpreters are not permitted.

Learner portfolios must be produced in English and technical / professional discussions must be conducted in English. Interpreters are not permitted.

Centre guidance materials, ECITB policies and related documents are available only in English.

Centre recognition and external quality assurance activities are conducted in English. Centres are required to provide any materials for these purposes in English.

Ongoing external quality assurance activities with approved centres are conducted in English. External quality assurance engagement reports and associated action plans are written in English.

Learners in Great Britain

A regulatory condition requires learners taking regulated qualifications in England to be assessed in English, except where one of the primary objectives of the qualification is:

- to gain knowledge of, skills in, and understanding of another language, for example GCSE French; or
- to support a workplace role for which proficiency in English is not required.

No ECITB qualifications are currently designed to enable skill development in another language, or to support a workplace role for which proficiency in English is not required. ECITB qualifications are therefore offered in English only.

Some ECITB RQF qualifications are designated for use in Wales and must also be assessed in English.

Qualifications accredited by Qualifications Scotland Accreditation for the SCQF are available in English only and must also be assessed in English.

Specifications and assessments

To achieve a qualification that is taught and assessed in English, learners need an appropriate level of English language ability. The required level is stated in the relevant qualification specification.

Approved centres delivering ECITB qualifications must ensure that learners who do not speak English as their first language, can demonstrate their English language ability at a standard equivalent to the level set out in the qualification specification, before they are registered for the qualification.

Where there is uncertainty, we recommend that the centre conducts a skills scan. This should establish whether the learner's listening, speaking, reading and writing skills will enable them to access the learning and complete all required assessments in English.

Use of other languages for teaching and learning only

For the purpose of teaching and learning only, approved centres may deliver some of the course content in a language other than English, on the understanding that all assessments contributing to the qualification are conducted in English.

ECITB does not externally quality assure teaching and learning materials or course delivery. Centres may, however, choose to provide resources, such as bilingual phrase lists, to help learners understand and learn the course content.

Approved centres and learners may use translation services, including human translators and online translation tools, for written teaching and learning materials only. These services must not be used for assessment that contributes to the achievement of an ECITB qualification.

Interpretation services, including human interpreters and online interpreting tools for spoken teaching and learning purposes, must not be used for assessment that contributes to an ECITB qualification.

Learners must:

- produce their portfolio of evidence in English
- take knowledge tests in English independently
- take part in a technical or professional discussion in English independently; and
- complete these assessments without using a human or digital translator, interpreter, or a dictionary.

ECITB's qualification certificates are in English. End users of an ECITB qualification, such as employers and training providers, may reasonably assume that a learner holding an ECITB qualification certificate had sufficient English language competence to achieve the qualification and is therefore likely to be able to undertake a related job role in English.

Using language tools, translators or interpreters during assessment might lead users of the qualification to mistakenly interpret achievement as evidence of the learner's English language ability, without knowing that the qualification had been completed using another language.

Learners may use bilingual dictionaries, or word lists for learning purposes only. They must not use them for assessment contributing to the qualification, including portfolios of evidence, knowledge tests or technical or professional discussion.

To clarify, where another language or language tools are used, its use must be limited to teaching and learning only. It must not be used for assessment evidence produced by the learner.

Review arrangements

This policy and its associated procedures will be reviewed and revised when necessary, as part of ECITB's continuous improvement arrangements.

ECITB reviews the language requirements and needs of approved centres periodically and may update this policy in response to any changes.

A review may also take place in response to:

- customer, learner or regulatory feedback
- enquiries received
- new or revised regulatory processes
- emerging trends related to the use of language
- demand from users for availability in Welsh or Gaelic.

Contact details

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