



## CIPD Policy - Language of communication, qualification delivery, assessment and certification

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## 1. Communication with CIPD

English will normally be the language of communication between the CIPD and all centres.

English will be used for centre documentation, submissions for study centre and accreditation approval; agreements; the annual self-assessment report and learner registration, systems/platforms and achievement records.

Ongoing performance management, meetings, visits, reports and discussions will be carried out in English.

Centres will be required to provide the CIPD with English translations of programme handbooks and any advertising, publicity and public information relating to CIPD programmes as required. The CIPD may require translations of other centre documents and records as and when required.

Except where otherwise agreed, translation of materials will be the responsibility of the centre at its own expense. The centre will be required to ensure that any required translations are made faithfully and accurately by a competent and independent translator. Translators must not alter the qualification - they must not amend learning outcomes, assessment criteria, assessment approaches, assessment briefs, unit or qualification titling or any other guidance or policy. To do so will deem the learner achievement null and void and centres will be subject to sanctions by the CIPD.

## 2. Learner admissions requirements

All centres must satisfy CIPD criteria relating to learner English language proficiency and must ensure learners demonstrate a high standard of both spoken and written English before being registered as a learner with the CIPD **where assessment is carried out in English**.

Education in the secondary or higher education systems in a country where education is in English (see appendix), satisfies the English language requirement. If the learner has:

- *either* completed their secondary (high school) education
- *or* completed at least one year of a degree in a recognised university

then this is deemed acceptable. If not, then recognised assessment tools for assessing the English Language ability of prospective learners are detailed below. All assessments must have been taken within the last two years.

### International English Language Testing System (IELTS)

- Foundation level programmes - a score of 5.5 overall with a minimum of 5.5 in each category.

# CIPD

- Intermediate level programmes - a score of 6.0 overall with a minimum of 5.5 in each category.
- Advanced level programmes - a score of 6.5 overall with a minimum of 6.0 in each category.

## **Test of English as a Foreign Language (TOEFL) internet based test (iBT)**

- Foundation level programmes - a score of 71 overall with a minimum of 17 in each category.
- Intermediate level programmes - a score of 79 overall with a minimum of 18 in each category.
- Advanced level programmes - a score of 90 overall with a minimum of 19 in each category.

## **Pearsons Test of English (PTE)**

- Foundation level programmes - a score of 50 overall with a minimum of 50 in each category.
- Intermediate level programmes - a score of 54 overall with a minimum of 51 in each category.
- Advanced level programmes - a score of 60 overall with a minimum of 54 in each category.

## **Cambridge Assessment Linguaskill English Test/Cambridge English Advanced Test**

- Foundation level programmes - a score of 162 overall
- Intermediate level programmes - a score of 169 overall
- Advanced level programmes - a score of 176 overall

## **Oxford English Language Level Test (ELLT)**

- Foundation level programmes - a score of 4 overall
- Intermediate level programmes - a score of 5 overall
- Advanced level programmes - a score of 6 overall

## **Duolingo English Test**

- Foundation level programmes - a score of 100 overall
- Intermediate level programmes - a score of 115 overall
- Advanced level programmes - a score of 120 overall

Other methods of testing may be acceptable to the CIPD but these must be approved first by the CIPD. Please email [qa@cipd.co.uk](mailto:qa@cipd.co.uk) to request approval.

## **3. Language of teaching/learning delivery**

Non-English or bi-lingual delivery at a centre may be permitted where appropriate but this must be approved by the CIPD prior to commencement.

The exception is the Foundation Certificate in People Practice (Arabic Assessment) where documentation, teaching/learning content, summative assessments, feedback and learner communication will be in Arabic.

## 4. Language of assessment

All assessments for **CIPD qualifications** shall be conducted and assessed in English.

A learner taking a qualification may be assessed in British Sign Language or Irish Sign Language where it is permitted by the CIPD for the purpose of Reasonable Adjustment.

The **exception** is the Foundation Certificate in People Practice (Arabic Assessment) where key documentation, assessments, assessment submissions/evidence and moderation will be carried out in Arabic.

## 5. CIPD statement on Welsh-Medium Qualifications

The CIPD is committed to the provision of high quality qualifications and assessments to learners in Wales. To date we have not received any requests for our regulated qualifications to be assessed in Welsh. We do not intend to or propose to make available our qualifications in Welsh.

All qualifications and assessment policies are reviewed periodically or in response to regulatory and legislative change, trends in professional or educational practice or other customer and member needs.

If you have identified a requirement for a Welsh language qualification, please contact [qa@cipd.co.uk](mailto:qa@cipd.co.uk) to share your suggestion.

## 6. Certification

All unit and qualification certificates will be issued in the English language.

## 7. Appendix - countries where education is in English

Anguilla	Lesotho
Antigua and Barbuda	Malawi
Australia	Malta
Bahamas	New Zealand
Barbados	Niue
Belize	Norfolk Island
Bermuda	Papua New Guinea
Botswana	Sierra Leone
British Virgin Islands	Singapore
Canada	South Africa
Cayman Islands	St Kitts and Nevis
Christmas Islands	St Lucia
Cocos Islands	St Vincent and the Grenadines
Cook Islands	Swaziland
Dominica	Tanzania
Falkland Islands	Tonga
Fiji	Trinidad and Tobago
Gambia	Turks and Caicos Islands
Gibraltar	Uganda
Grenada	United Kingdom
Guyana	United States of America
Ireland	Zambia
Jamaica	Zimbabwe
Kenya	

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