

COURSE INFORMATION

Diploma in Public Service Interpreting 2020-21 (English Law)

Who is the course for?

This course is for people with some experience in interpreting who wish to gain a national qualification in order to work or continue working in the field of Public Service Interpreting (PSI), for those wishing to change careers, or those who would like to enter the profession. Bilingual courses are offered only in **Arabic** and **Spanish**. For all languages we also have a **mixed languages DPSI Law preparation course on Tuesday (day) and Thursday (evening)**.

What skills, knowledge or experience do I need to start this course?

Experience in the field of PSI and a sound knowledge of written and oral English (minimum level: Cambridge Proficiency or IELTS 6.5+) and of your own language to first year honours degree standard. For those with English as their first language, native or near-native competence in your chosen L2 (second language).

Acceptance on to the course is by written assessment test and an interview to be attended in September 2020 (**interview day: Wednesday 16 September 2020 though earlier interviews are also possible**). You will be invited to the test only on receipt of the completed **Application Form**.

What will the course cover?

This course offers training in the interpreting and translating skills needed for the DPSI exam (June 2021) run by the IoL Educational Trust.

It covers the development of the language of legislation and regulations for equal access to public services irrespective of language and culture. There will be a mixture of lectures on various aspects of the legal system and legal concepts and practical work on interpreting and translation. Each **bilingual** course is **open only to speakers of a particular language** to maximize use of both the target language and their mother tongue. The **mixed languages preparation course** is open to all but the medium of instruction will be English. Students will work on past papers as well as handouts specifically prepared by the course tutors. The exam will consist of the following 5 units:

UNIT 01 (Level 6): Interpret Consecutively and in the Public Services

UNIT 02 (Level 6): Provide a Sight Translation into English in the Public Services

UNIT 03 (Level 6): Provide a Sight Translation from English in the Public Services

UNIT 04 (Level 5): Translate into English in the Public Services

UNIT 05 (Level 5): Translate from English in the Public Services

What should I be able to do by the end of the course?

- have an overview of the skills needed in interpreting and written translation
- note taking
- perform consecutive, sight and simultaneous oral interpreting
- carry out written translation from and into English
- demonstrate specialist knowledge of the chosen area (Law)
- be able to perform interpreting tasks to the required professional level

Please note: for more detailed information on the course syllabus and the examinations, look on the website of the Institute of Linguists:

<https://www.ciol.org.uk/sites/default/files/Handbook-DPSI.pdf>

Or telephone 020 7940 3100.

How is the course organised?

A combination of whole class teaching, group work and role play. Visits to courts and other Public Service Providers. This course runs for **27 weeks** over 3 terms

Term dates:

Term 1: 05 October – 12 December 2020 (half-term: week starting 26 October 2020)

(There are 9 sessions scheduled for term 1)

Term 2: 04 January – 25 March 2021 (half-term: week starting 15 February 2021)

(There are 11 sessions scheduled for term 2)

Term 3: 19 April – 10 June 2021 (half-term: week starting 31 May 2021)

(There are 7 sessions scheduled for term 3)

Language options for the DPSI law:

Arabic: Tuesday 14.00-17.00 **Spanish:** Wednesday 18.00-21.00;

Mixed languages: Tuesday 13:00-16:00 or Thursday 17.45-20.45;

Mixed languages intensive: Wednesday 12.30-16.30 (from January 2021)

What extra study or practice is expected outside of the class?

Students are expected to expand their vocabulary and knowledge of their chosen subjects and to study a further **10 hours per week minimum** in their own time. Students should also meet outside of class in language groups to perfect and practise their interpreting skills.

How will my progress be assessed?

There is continuous assessment of your progress by the tutor. There will be tests on new material learnt and homework set every week or so based on past papers. You are also required to complete an Individual Learning Plan in consultation with the tutor and to engage in *critical* self-evaluation

What can I expect to go on to after this course?

Successful candidates may apply for membership of the Chartered Institute of Linguists, and the National Register of Interpreters and other professional bodies.

You may progress on to further qualifications and the prospect of employment in the field of PSI (courts of law, police, and immigration).

Are there any other costs and what do I need to bring?

Tuition fees only :£1125. (full fee, including exam fees £1995)

Students can, if they wish, pay in 2 instalments of £560/565 each. Places on the course **are guaranteed only on receipt of the first payment before the start of the course**. The second payment is due by the start of term 2 (January 2021).

Exam fees: The fees above do not **include examination fees** (about £690) and examination centre costs (£160). Exam entry cards must be filled in and exam fees paid by the end of March 2021

You must be registered as an IoLET Affiliate in order to take your exam(s). The membership costs £25 per year.

ADVANCED LEARNER LOAN

The DPSI qualification is available for Advanced Learner Loans to learners from the age of 19 and to include designated qualifications up to level 6. The loan applies to **tuition and exam fees** for DPSI preparation courses delivered by colleges or training providers in England approved to offer loans by the Skills Funding Agency.

IMPORTANT INFORMATION

1. Learners who wish to apply for a loan will need to get their loan approved before enrolling on the Course. Please ensure you **enrol at Macbeth Centre as soon as you receive your letter of approval** from the loan company
2. **Learners who apply for a loan have to take the exam in the same academic year** (A short form will be available for you to sign). There is a fixed amount of money allocated to the school by the loan company and once this has been fully allocated no more loans will be processed (**first come first served**)
3. Learners who pay for the fees themselves can pay in **2 instalments**, only if agreed by the department manager. You also need to ***remember that the exam fees are separate***
4. The deadline for exam registration is the **end of March 2021** – should you miss the deadline, you will need to speak to the Centre exams officer.
5. Attendance is extremely important and we expect 90%
Instalment plan dates & amounts will be set at the time of enrolling and cannot be amended
To complete your course and receive your certificate, please ensure all fees are paid