

**Learner Unit Achievement Checklist**

**SEG Awards Level 2 Award in Preparation for Work in Community Interpreting**

**601/0490/9**

###### SEG Awards Level 2 Award in Preparation for Work in Community Interpreting

## Centre Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**H/505/3146 Community Interpreting Practice - Mandatory Unit**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Select and use methods of information gathering for an interpreting assignment.**1.2** Give examples of specialist terminology used in this context. |  |  |  |  |
| **2.1** Use interpreting procedures (e.g. pre-interview briefing, introductions, explanation of role, post-interview de-briefing).**2.2** Use interpreting skills to: introduce client confidentiality and impartiality check language match has been met use appropriate tone, manner and non verbal skills.**2.3** Give examples of ways to prevent misunderstandings. |  |  |  |  |
| **3.1** Identify and sight translate a range of terms used in some of the following services: housing education social services welfare benefits immigration health any other context. |  |  |  |  |
| **4.1** Describe own strengths and areas for development. |  |  |  |  |

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| **TUTOR COMMENTS:****Name: Signature: Date:**  |

If chosen for sampling, Internal/External Moderators must complete the following:

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| INTERNAL MODERATOR COMMENTS:**Name: Signature: Date:**  |
| EXTERNAL MODERATOR COMMENTS:**Name: Signature: Date:**  |

Please ensure these forms are copied and distributed to each learner.

## Centre Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**D/505/3145 Understanding Community Interpreting - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe settings which a community interpreter may operate in.**1.2** Describe the kinds of tasks a community interpreter may have to undertake within a chosen setting. |  |  |  |  |
| **2.1** Assess, in a community interpreting situation, the importance of: impartiality and confidentiality.**2.2** Give a range of potential challenges (e.g. linguistic, social or cultural) in a community interpreting setting.**2.3** Describe ways of overcoming a chosen challenge. |  |  |  |  |
| **3.1** Describe how professional, or other codes of practice, apply to community interpreting.**3.2** Describe the roles and responsibilities of a community interpreter. |  |  |  |  |
| **4.1** Describe the information areas for a community interpreting assignment (e.g. organisation’s context and clients).**4.2** Define the function of one of the following services: housing education social services health immigration.**4.3** Describe the use of a bi-lingual glossary for an interpreting assignment. |  |  |  |  |

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| **TUTOR COMMENTS:****Name: Signature: Date:**  |

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| --- |
| INTERNAL MODERATOR COMMENTS:**Name: Signature: Date:**  |
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