



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

Communication with CIPD

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

English will normally be used for key centre documentation including, submissions for centre and qualification approval; qualification specifications and units descriptors; agreements; the annual self-assessment report and learner registration and achievement records.

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. 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.

CIPD approval, review and quality assurance visit reports and discussions will be in English.

All centres must satisfy CIPD criteria relating to learner English language proficiency and the language of tuition and assessment of qualifications.

Learner admissions requirements

Prospective learners whose first language is not English must demonstrate a high standard of both spoken and written English to register onto a CIPD qualification. Acceptable assessment tools of 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.
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

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 17 in each category.
Advanced level programmes - a score of 90 overall with a minimum of 19 in each category.

Pearsons Test of English

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 proficiency or advanced tests

Grade C or above or equivalent.



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 if this is applicable.

Language of delivery

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

Language of assessment

All assessments for CIPD qualifications shall be conducted and assessed in:

- English in England
- English or Irish in Northern Ireland and Ireland
- Welsh and/or English in Wales
- English in all other countries.

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.

Certification

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