

**OFFICE USE**

**Level 3 Certificate in Community Interpreting**

**Application form**

This course is very popular and we have many more applicants than we can take on the course, so you should expect to give as much information as possible. Shortlisting for invitations to the induction session, which is the next stage of the application process, is based on the information provided to us here. Please be as precise as you can in the information you provide.

## We try to tailor our courses to the skills and experience of each group of participants. If you have any difficulty in completing this form,

## Email us at interpreting@marywardcentre.ac.uk

## Section 1: Personal Detail

## Family Name

First Name(s)

E-mail:

We will use **this e-mail** address to advise you of the outcome of your application. It is therefore essential that you provide us with an email address that you check regularly.

Male [ ]  Female [ ]

Address

Post Code       Borough

Telephone: Home       Mobile

Date of birth       Date of first arrival in the UK

Please enter date using the following format 02/11/1970

Country of origin       Nationality

Languages spoken       Languages written

Language you speak at home

Please tick the course you are interested in attending:

**309L** Tuesday 20 Sep-06 Dec, 10.30-17.30 [ ]  **312L** Saturday 24 Sep-10 Dec, 10.00-17.00 [ ]

**310L** Tuesday 17 Jan-28 Mar, 10.30-17.30 [ ]  **313L** Saturday & Sunday 21 Jan-01 Apr 10.00-17.00 [ ]

**311L** Tuesday 25 Apr-11 Jul, 10:30–17:30 [ ]  **314L** Saturday & Sunday 06 May -22 July 10.00-17.00 [ ]

**Section 2: Your education and training**

Please give a brief overview of your education and training including any qualifications you have gained (please include any qualifications gained abroad). It is essential that you tell us of any previous Community Interpreting Qualifications that you have or which are pending

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| Course and where taken | Qualification | Level | Date achieved |
|       |       |       |       |

## Section 3: English/ESOL studies

Please give a brief overview of your previous study of English including any qualifications you have gained (please include any qualifications gained abroad).

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| --- | --- | --- | --- |
| College or Training Provider | Qualification | Level | Date achieved |
|       |       |       |       |

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| **We want to ensure that you are successful on your course, please answer the following question.** |
| Do you have any additional needs or disabilities that we should know about – eg a disability affecting mobility that could affect access to classrooms, a learning difficulty such as dyslexia, or any other support needs? |
| Please answer here: |

## Section 4: Your Interpreting Experience (experience of acting as a community interpreter in the UK is an essential requirement for entry to the course)

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| a) Explain in detail of experience of acting as an interpreter in public services in the UK (if possible, please supply references who will vouch for this experience). Be as precise as you can about the length of your experience in acting as an interpreter overall      |

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| b) Give an example of a specific case that you have dealt with (do not give names) and how you felt the session went. Were there any particular challenges this case presented? If so, how did you overcome these?       |

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| c) What are some of the skills and qualities needed by an interpreter?      |

**Section 5: Your Knowledge of the community** (This section will help us to determine your knowledge about the community you will be working with as an interpreter)

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| 1. Please write *in your own words* about your community in London or about the people in London who speak your language (e.g. A Colombian person might write about The Colombian community *or* the Latin American community, *or* the Spanish-speaking community).

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| 1. Explain your involvement with the community and what you know to be the interpreting needs of this particular community.

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| 1. How do you keep yourself up to date with the public services in your country, or in the country/ies of those who speak your language?

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Section 6: Other information

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| Status in the UK |
| UK citizen | [ ]  | Asylum seeker (no decision by the Home Office) | [ ]  |
| Commonwealth citizen with right of abode | [ ]  | A refugee with Indefinite Leave to Remain (ILR) | [ ]  |
| EU/EEA national permanently resident | [ ]  | An asylum seeker granted Humanitarian Protection (HP) | [ ]  |
| Other nationals with leave to remain | [ ]  | An asylum seeker granted Discretionary Leave (DL) | [ ]  |
| Spouse of permanent resident (give date of marriage in ‘Notes’) | [ ]  | *Before April 2003* An asylum seeker with Exceptional Leave to Remain (ELR) | [ ]  |
| Temporary resident | [ ]  |  |
| Notes:      |

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| In which country have you been living for the last three years? |
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| What is your employment status? ( please tick as appropriate) |
| If you are employed what is your occupation?       |  |
| Full time student | [ ]  | Employed (full time) | [ ]  |
| Employed (part time) | [ ]  | Unemployed (in receipt of JSA/ESA) | [ ]  |
| In receipt of other means tested benefits | [ ]  - please state which benefit(s)       |
| Unwaged – not in receipt of benefits | [ ]  |  |

Where did you hear about this course?

Have you applied for this course anywhere else?

You will be required to attend a minimum of 80% of the course and you will not be eligible to have your course work assessed if you do not fulfil this requirement. There are no exceptions to this.

Signed:

(If returning form by email please print name)

Date:

Thank you for your application. Please return the completed form before the closing date to

interpreting@marywardcentre.ac.uk

or post the form to: Humanities Department, Mary Ward Centre, 42 Queen Square, London WC1N 3AQ