

Welsh Language Translation Policy

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This document is intended for Trinity College London (TCL) personnel and authorised external parties. This document must be handled in accordance with the TCL classification policy

Welsh Language Translation Policy

Printed copy of this document is uncontrolled and should not be relied upon as the most up to date version.

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Scope

Trinity College London ("Trinity") believes that everyone should have fair access to our qualifications, and this includes the option to sit assessments in Welsh.

Trinity is committed to meeting the requirements of Qualifications Wales' Standard Condition of Recognition: D9 Welsh-Medium Qualifications, and to supporting learners who wish to access our qualifications in Welsh.

Aims of the Policy

This policy explains how Trinity supports Welsh-medium provision, and how we balance that with making sure our qualifications remain consistent and reliable for all learners.

Roles and Responsibilities

UKI Customer Support is responsible for reviewing requests for translation of materials and submitting a written request to the Trinity Content team.

The **Content team** is responsible for assessing the viability of the request, accepting or rejecting the request, overseeing the generation of translated assets or documents and their ultimate approval.

Assessments and key documents

If there is a viable request for assessment materials in Welsh — such as exam papers, mark schemes, specifications or official instructions, Trinity will commission the translation.

Requests will be considered viable where there is sufficient candidate volume to justify translation, ensuring resources are used effectively and proportionately.

This approach ensures translations are accurate, authorised, and that learners taking assessments in Welsh are treated the same as those taking them in English.

To protect fairness, assessment integrity and intellectual property, Trinity cannot accept or use assessment materials that have been translated locally.

Exceptions

Assessment materials for all English Language qualifications, intended to test English Language proficiency, cannot be translated by virtue of their function.

Marketing and support materials

Trinity also owns the intellectual property of all its marketing and support materials. Any third-party organisation must seek Trinity's written permission through the Central Marketing team to reproduce and translate any of these materials.

Where permission is formally granted, any translated materials approved must be in compliance with any relevant brand guidelines issued by Trinity from time to time. Any final translated and approved asset must be shared with Trinity's Central Marketing team for approval, prior to any use or sharing. All organisations that have had Trinity approvals for translation of materials must ensure that these are maintained, updated and accurate, with visible and trackable version control.

A failure to do so will constitute a breach of Trinity's copyright.

Balancing demand and cost

Whilst Trinity is committed to meeting the requirements of Standard Condition D9 and to supporting learners who wish to access our qualifications in Welsh, we expect demand for Welsh-medium assessment to be limited.

To keep costs manageable for centres and learners, Trinity will only commission authorised translations of assessment materials where there is a viable, volume-based request.

Intellectual Property

Trinity retains ownership in all background intellectual property in the translated materials. Any intellectual property developed through translation of the materials will be assigned by the originator outright to Trinity as a condition of Trinity approving their use.

Change Control

Change History

The following changes have been made to this document:

Version	Date	Author	Change Summary
1.0	30.09.25	Executive Director, Quality & Standards	New policy to meet requirement of Standard Condition D9

Change Approval

The changes to this document have been approved by the following personnel:

Version	Date	Approver
1.0	30.09.25	Policy Management Group