



International Approval and Language of Assessment Policy

Who is this policy for?

This policy and related procedures are for centres and their staff and learners, in relation to the delivery of qualifications internationally and the language of assessment for AIM Qualifications and Assessment Group approved qualifications or units delivered either within or outside the UK.

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Contents

Section 1 - Scope	3
1.1 Scope	3
1.2 About us	3
Section 2 - Centre and qualification approval	4
2.1 Centre approval.....	4
2.2 Products available for consideration for international delivery	5
2.3 Qualification and centre approval in high-risk territories	5
Section 3 - Language of assessment.....	7
3.1 Language statement.....	7
3.2 Learners in England	7
3.3 Providing qualifications in Welsh	7
3.4 Assessments in other languages	8
3.5 Certificates	9
Section 4 - Quality assurance and monitoring.....	10
4.1 External Quality Assurance (EQA) monitoring	10
4.2 Cost of quality assurance	10
Section 5 - Regulatory References	11
Conditions and licencing criteria	11
Section 6 - Appendix	12
Appendix 1 - Useful contacts	12

Section 1 - Scope

1.1 Scope

1.1.1 This policy applies to all our vocational qualifications including higher education qualifications, unregulated qualification assessed in the UK and across the world, unless otherwise agreed by regulators and/or stated in the qualification specification that assessment is restricted to specific languages.

This policy and related procedures are intended for:

- Centres and their staff delivering AIM Qualifications and Assessment Group (AIM) approved qualifications or units.
- Learners registered on AIM Qualifications and Assessment Group approved qualifications or units.
- AIM Qualifications and Assessment Group staff to ensure that qualifications are delivered in accordance with the guidelines outlined within this policy.

The purpose of this policy and related procedures is to:

- Provide guidance on the use of language within delivery and assessment of AIM Qualification and Assessment Group approved qualifications.
- Provide guidance to centres on the international use of regulated and unregulated qualifications.
- Provide the regulatory references which apply.
- Give details of supplementary linked supporting documents
- Provide useful contacts of both AIM Qualifications and Assessment Group and its regulators.

1.2 About us

1.2.1 AIM is a leading **Awarding Organisation** and one of the UK's largest **Access Validating Agencies** (AVA). We work in partnership with colleges, independent training providers, universities, employers and voluntary organisations to develop accredited and regulated vocational qualifications. Our qualifications cover a range of academic levels from Entry Level to Level 6 across a wide range of subject areas. As an AVA we are licensed by the Quality Assurance Agency (QAA) to develop and award nationally recognised Access to Higher Education Diplomas. AIM is also an independent, government recognised, **End-Point Assessment Organisation** (EPAO) responsible for an apprentice's final assessment to ensure they can do the job for which they've trained.

Section 2 - Centre and qualification approval

2.1 Centre approval

2.1.1 All centres must gain international centre approval and Qualification approval prior to commencing the delivery of any AIM Qualification and Assessment Products internationally.

2.1.2 Before initiating any program delivery, centres are responsible for researching and acquiring, at their own cost and accountability, all requisite licenses, permissions, or other forms of authorisation necessary for operation within the jurisdiction they intend to operate. AIM absolves itself of any liability associated with, or arising from, the necessity for, procurement, or failure to procure, any such licenses, permissions, or authorisations required to apply for approval.

2.1.3 Centres should acknowledge that situations may arise either during the approval application procedure or after centre approval is granted, pertaining to economic or political sanctions imposed on individuals, companies, or nations, or due to acts or threats of military conflict or terrorism, which could render it unfeasible for AIM to provide or sustain approval for the centre. In such instances, AIM cannot be held responsible for any resultant harm, losses, costs, or damages. This may necessitate the suspension or termination of the centre's approval application or existing approval. Alternatively, AIM may, at its discretion, require the centre to reapply at a future date.

2.1.4 In some countries there may be a requirement to deduct an amount of tax (often called 'withholding tax') from payments to overseas jurisdictions. Where a centre is required by law to make a deduction or withholding from a payment to AIM for any taxes, centres will be liable to gross up any amount due as if the withholding were not required. Should a centre require assistance obtaining a standard 'AIM certificate of residence' to provide to the relevant governmental authority, please contact us directly.

A centre must not:

- Be exempt from such deductions or withholding tax.
- Benefit from reduced rates (for example under a double taxation treaty)

2.1.5 AIM shall endeavour to provide such standard 'AIM certificate of residence'. Should a centre legally require valid documentation over and above a standard 'AIM certificate of residence' to obtain such exemption or reduction from withholding tax, the centre will be obligated to provide proof of such legal requirements under local legislation.

2.1.6 For the avoidance of doubt, AIM will not be liable for indirect taxes required by law in jurisdictions outside of the UK; The centre will be liable for payments related to indirect taxes in such overseas jurisdictions, where applicable. If VAT is payable on AIM services, this will be chargeable.

2.1.7 In addition to the fees. In the event that you are liable to self-assess VAT on AIM fees under the reverse charge mechanism, you agree to undertake the necessary calculations and declarations due under local tax laws.

2.1.8 For centres wishing to deliver regulated qualification an on-site visit by AIM staff will be required before approval can be considered. Centres wishing to deliver products and services to learners outside of the UK will incur an additional charge for centre approval and recognition, details of which are in the fees and charges document available on the AIM website.

2.1.9 For centres wishing to offer unregulated products, such as Bespoke and Quality Mark provision, approval will be conducted through remote and desk top activities.

2.1.10 Upon receipt of the invoice, payment should be received by AIM within 14 days of the invoice date. During this period, you may receive regular statements which will continue to inform you of all outstanding amounts. Failure to pay all invoices by the due date may result in the account being placed on hold until the issues are resolved, or payment is received in full. Payment cannot be withheld unless the centre raises a dispute in writing to AIM within 14 days of the date of the invoice, giving full details of the dispute. In serious cases of non-payment for products and/or services, the centre will be completely withdrawn and the outstanding debt referred to a debt recovery agency. Sanctions will be applied where necessary, in line with the [Invoicing Policy](#).

2.2 Products available for consideration for international delivery

2.2.1 AIM will consider the following products for delivery internationally:

- Qualifications regulated for international customers: Determination will be made on a case-by-case basis, taking into account sector suitability, proposed delivery territory, and the AIM risk rating associated with the qualification.
- International Endorsement (Quality Mark)
- International Bespoke Accreditation
- International Level 3 Diploma

2.3 Qualification and centre approval in high-risk territories

2.3.1 AIM centre and qualification approval processes involve the checking of facilities, staffing, physical resources, and compliance with the general conditions of recognition.

2.3.2 Several internal checks will be carried out by AIM before a new centre can be approved.

(a) Trade sanction checks

Sanctioned territories are classified as high, medium, or low risk. Transactions in high-risk locations or with people from high-risk locations are generally prohibited.

(b) Information issued by the Foreign, Commonwealth & Development Office (FCDO) informs AIM security risk ratings for each country. The risk ratings include:

- Green: Destinations categorised as Green typically indicate that there are no significant known risks to travellers. These destinations are generally considered safe to visit.
- Amber: Destinations may have some risks associated with them, such as political unrest, occasional crime, or health concerns. Travellers are advised to exercise caution when visiting these destinations and may need to take certain precautions.
- Red: destinations are those with significant risks to travellers, such as high crime rates, ongoing conflict, or serious health hazards. Travel to these destinations is generally discouraged, and travellers are advised to avoid non-essential travel.

AIM staff may be unable to visit centres located in countries rated as "Red," and additional security measures might be necessary for visits to countries rated as "Amber".

2.3.3 Where a high-risk trade sanction is in place, we cannot approve new centres in that location or accept new registrations or entries from an existing centre. Where a centre is operating in a country and trade sanctions are imposed, we will work on a case-by-case basis to support existing learner.

2.3.4 We cannot approve a new centre who wishes to offer regulated provision in a country that is listed as being in a red location, except on an exceptional case-by-case basis, because:

- for vocational qualifications we cannot visit to provide support and maintain quality assurance processes and procedures such as EQA monitoring.

2.3.5 If an existing centre offering regulated provision is operating in a country which becomes flagged as a red, we will support the centre as much as possible to prevent any disadvantage to existing learners.

Section 3 - Language of assessment

3.1 Language statement

3.1.1 As a UK awarding organisation, assessment of our qualifications is generally conducted in English, but in some cases, we will support the assessment of learners in other languages where any regulations we comply with for the specific qualification permit this.

3.1.2 Training, standardisation, and centre guidance materials will only be available in English unless otherwise agreed and arranged with AIM in advance.

3.1.3 Centre approval and quality assurance activities relating to centre and qualification approval will be conducted in English. Centres are required to provide any materials for these purposes in English.

3.2 Learners in England

3.2.1 Learners undertaking regulated qualifications in England must be assessed in English in order to:

- to gain knowledge of, skills in, and understanding of another language (eg GCSE German)
- to support a role in the workplace where proficiency in English is not required for the role supported by the qualification.

3.3 Providing qualifications in Welsh

3.3.1 AIM offers qualifications to students throughout the UK and, in certain cases, provides the opportunity for Welsh language assessment. If AIM does not offer this option for specific qualifications, other awarding bodies located in Wales may offer comparable qualifications with the possibility of Welsh language assessment.

3.3.2 When reviewing whether AIM can provide qualifications or assessments in Welsh, AIM will consider (this list is not exhaustive, as there may be other considerations):

- Learner need
- Whether AIM is the sole provider of the qualification
- Impact on the validity of the award
- Whether there are subject experts available to support the assessment in languages other than English
- Commercial viability including the availability of funding for translation and other costs
- Any relevant regulatory requirements for accreditation and funding

3.3.3 Where AIM can provide a qualification in Welsh, the external assessment will be provided in that language.

3.3.4 All necessary support materials for learners will likewise be accessible in that language. This will likely encompass sample assessment materials and any sections of the specification or other documents that learners are required to review before undertaking external assessments.

3.3.5 Whenever possible, AIM will endeavour to support centres to assess learners in Welsh for components/units which are internally assessed by centre staff. Centres should contact AIM and advise them of their intention to do this.

3.3.6 In these circumstances, AIM will allocate a Welsh EQA or external examiner where possible, but will otherwise conduct all quality assurance activities, including verification and reporting, in English. Where there is no Welsh EQA available, AIM will make alternative arrangements with the allocated EQA to provide translation services.

3.4 Assessments in other languages

3.4.1 For AIM qualifications AIM may be able to support learners by producing material for assessment in languages other than English or Welsh, unless this is barred by the qualification specification. Centres must seek prior approval from AIM if they wish to do this by contacting quality@aimgroup.org.uk.

3.4.2 Learners may be assessed in any other language providing that proficiency in English is not required for the role supported by the qualification. This could include cases where these qualifications are delivered overseas for people where there is no intention to prepare them for employment in the UK. The certificate will state the language of assessment.

3.4.3 Before centres register learners, they should apply for approval if they intend to receive and assess learner work in a language other than English/Welsh.

3.4.4 AIM will conduct all quality assurance activities in English, including EQA monitoring and reporting.

3.4.5 Centres will need to check that:

- The learners understand the progression and certification effects of completing a qualification (learning or assessment) in a language other than English.
- Where the assessment is in a language other than English, the centre can provide and fund a translator for quality assurance purposes who has appropriate qualifications or a minimum of three years' experience.

- The person providing translation services has no conflict of interest, in other words, that the translator has no interest in the outcome of the assessment decision they are translating.

Centres can arrange the translation of learning/assessment materials to take place verbally, on the day of the visit or remote sample while the EQA is present.

3.5 Certificates

3.5.1

If a learner submits any assessment material in a language other than English, this will be indicated on the certificate. This rule applies to all UK regulated qualifications and extends to all non-regulated qualifications unless a particular agreement has been established with an international regulatory entity. In Wales, this rule applies if the assessment language differs from Welsh or English.

Section 4 - Quality assurance and monitoring

4.1 External Quality Assurance (EQA) monitoring

4.1.1 To meet regulatory requirements, AIM needs you to support EQA monitoring by allowing them access to sites, people, and records.

4.1.2 AIM provides its EQA workforce with guides on sampling assessment and internal verification decisions as well as learner and assessment records. The guides include information about what is involved in the sampling strategy.

4.1.3 Centres will have a minimum of one EQA monitoring a year per qualification approved.

4.1.4 International centres will have a minimum of one quality review every academic year, carried out by one of AIM's quality lead team. They will review centre management systems and learner/staff resources. This interaction will, in the main, be remote via Teams, however, AIM reserve the right to request this meeting to be face to face if there are concerns about the quality and integrity of the delivery of qualifications at the centre.

4.2 Cost of quality assurance

4.2.1 The international centre fee covers the costs associated with visits required to approve centres for international delivery. Centres are responsible for paying the costs of any additional visits needed for subsequent qualifications approvals.

4.2.2 The annual centre international recognition fee includes the cost of one remote EQA monitoring session per qualification per academic year. Centres must cover the expenses for EQA visits required for qualifications that necessitate a site visit. If concerns about assessment practices are identified during monitoring and additional remote monitoring is needed, charges will apply as outlined in the Fees and Charges brochure.

4.2.3 EQA monitoring and reporting are conducted exclusively in English by AIM. If you have AIM's approval to deliver a qualification in a language other than English, you must arrange and pay for a translator for EQA monitoring.

4.2.4 Translators engaged in translating assessment materials must be free from any conflicts of interest and possess appropriate qualifications or a minimum of three years of translation experience. Both translators and centres are required to sign a declaration, which should be retained by the centre and made available during EQA Monitoring or any other audits.

Section 5 - Regulatory References

Conditions and licencing criteria

This policy is intended to meet the regulatory requirements of Ofqual, Qualifications Wales, CCEA. In particular:

Section	Condition/Licensing criteria
Arrangements with centres	Conditions C1
Maintaining confidentiality of assessment materials	Condition G4
Moderation where an assessment is marked by a centre	Condition H2

Section 6 - Appendix

Appendix 1 - Useful contacts

The following provides contact details for AIM Qualifications and Assessment Group and its regulators.

AIM Qualifications and Assessment Group contact details

If you have any queries about the contents of the policy, please contact us.

Telephone: [0844 2253377](tel:08442253377)

Email: enquiries@aimgroup.org.uk

Regulators' contact details

CCEA

Telephone: [02890 261 200](tel:02890261200)

Email: info@ccea.org.uk

Ofqual

Telephone: [0300 303 3344](tel:03003033344)

Email: public.enquiries@ofqual.gov.uk

Qualifications Wales

Telephone: [0333 077 2701](tel:03330772701)

Email: enquiries@qualificationswales.org

Disclaimer: Please note that any downloaded version of our policies may not be the most current iteration. For the latest updates and accurate information, kindly refer to the version available on our official website.