



Words Language Services

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# TRANSLATION COURSES

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## General Details

### Courses Available

Distance learning by email is offered leading to professional qualifications. Three courses are available catering for a variety of needs and levels of expertise:

1	<i>WLS Professional Certificate in Translation</i>	This course, which leads to a general or specialised professional qualification, focuses on commercial translation, geared to the needs of the translation industry.
2	<i>CIOL Diploma in Translation (DipTrans) Course</i>  <i>CIOL Short Review Course</i>	Preparatory and revision courses for the Diploma Examination of the Chartered Institute of Linguists, London, which focuses on journalism and literary translation.
3	<i>Combined Course</i>	Courses 1 and 2 may be taken as a Combined Course in a specified format, offering more comprehensive preparation in two different types of translation.

### Language Pairs

- French to English
- Spanish to English
- German to English
- Italian to English
- Portuguese to English
- English to French
- English to Spanish
- English to German
- English to Italian
- English to Portuguese

### Course Direction

All courses are based on one language combination and go in one direction only e.g. the course will be in English to French or French to English.

### Course Content

All courses consist of a set of materials delivered as PDF files downloadable from our website :

1. Manual covering course syllabus and general information
2. Information on assessment or examination procedures
3. Assignments (8/16) to be worked and sent for correction by e-mail to a tutor.

### Course Formats

Both the Certificate and Diploma programmes are available in Standard or Specific Focus formats, the latter format being suitable for participants who wish to specialise in specific topics. The Combined Course is available only in the Standard format for both courses.

### Entry Requirements

**Linguistic:** participants must have a very high level of competence in both source and target languages: in broad terms, sufficient competence to read the *quality* press in the source language (SL) with ease, and on a range of topics, and to write the target language (TL) with the correctness and fluency of a mother tongue user. For further details, please see entries under "Participant Profile" in the description of specific courses formats.

**Non-linguistic:** requirements include general computing skills such as word-processing and familiarity with Internet; ability to research and retain information; an eye for detail.

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## WLS Professional Certificate in Translation

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The **WLS Professional Certificate in Translation** is specifically designed to meet the needs of the translation industry by focusing on documents typically commissioned for translation through commercial translation agencies.

### Course Available in Different Formats

- The **Standard Format** course, covering a wide range of topic areas, offers an accessible and flexible entry route to the translation profession to those of high linguistic ability but with no or limited experience.
- The **Specific Focus Format** offers a means of specialisation to practising translators or those working in other professions who wish to translate only in their own field e.g. a lawyer who wishes to offer legal translation.

### Topics Areas Available

The topic areas listed below offer texts that are a representative example of the type of documents translators could expect to encounter if working professionally or if taking a test set by employers.

1. Short documents: letters, forms, certificates, labels etc
2. General Business inc. banking/accounts/insurance
3. Marketing/Advertising/Tourism
4. Social/Political/EU documents
5. Legal e.g. contracts, warranties, divorce decrees
6. Technical e.g. operating instructions, manuals
7. Scientific e.g. food, pharmaceutical, environment etc.
8. Computer e.g. - user menus, software & hardware manuals etc.

### Course Syllabus

- Text Analysis: Type, Style, Purpose, Readership
- Translation Methodology: Examination of various approaches
- The Translation Process: Analysis of typical procedures e.g. paraphrase, modulation etc.
- The Translation Process: Definition and analysis of typical translation problems
- Resources and tools for translators: use and role of conventional and technical aids
- Research methods for specialised lexis & subject matter, esp. use of the Internet

### Course Structure

The course syllabus is taught through **8** assignments, based on **3/4 authentic texts** (or extracts therefrom) i.e. texts that have been translated by WLS for clients (with their permission) or similar texts in the public domain, which are not edited to eliminate difficulties. A variety of text types and writing styles is used to focus on the *practical application* of translation theory in resolving day to day translation issues. **Work in each assignment consists of:**

- translation of continuous text and of individual words and phrases
- analysis and discussion tasks on translation problems and procedure
- answering various questions on technique/procedure in multiple choice or similar format

### Assessment & Certification

The *WLS Professional Certificate in Translation* is awarded on the basis of **continuous assessment** of the 8 “core” assignments. There is no final “one-off” examination. Translations and certain tasks are graded according to criteria set out and explained in the course materials, while marks are awarded for questions on technique and translation of individual phrases. The Certificate awarded lists the topic areas covered, together with the source and target languages. In cases of exceptional performance, the Certificate will state it is awarded with “Special Merit”. Where a student takes additional modules, the topic areas they cover are noted as an area of “Special Interest” on the Certificate. A “Certificate of Course Completion”, listing the subject areas covered, is issued to any student who does not qualify for award of the full certificate. Also, those without sufficient grades and/or marks have two opportunities to take a Certification Test for award of the full Professional Certificate.

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## WLS Professional Certificate: Course Formats & Participant Profiles

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The course is available in 3 formats, each with **8** assignments. All formats assume a target language user with mother-tongue competence in the written language.

### Format 1 : Standard Course

This course covers all the topic areas listed on previous page with 1 assignment for each of these 8 topic areas. The course is structured to allow progression from straightforward to more complex texts and from general to specialised vocabulary. The variety of topic areas, writing styles and text types means that the Standard Format is recommended for participants without previous professional translation experience, but with the necessary linguistic competence.

#### Typical Participant Profiles :

- Somebody with a university degree in the source language
- Somebody with an equivalent qualification to a university degree
- Somebody without formal studies who has become proficient through living and working in a source language country for an extended period.

### Format 2 : Specific Focus Course

This course also consists of 8 assignments, but contains fewer topic areas, chosen by participants, from the list on page 4, to suit their own interests. Participants can specify both the topic areas and number of assignments to be taken in each topic, but *subject to a total maximum of 8 assignments*. The format may be used for the purposes of eliminating one or two topics in the Standard format course that are not of interest, or with the aim of focusing only on a limited number of topics in a specialised course. The participant profile is therefore quite varied, but all participants should have the necessary linguistic competence set out on page 3.

#### Typical Participant Profiles:

- An inexperienced translator who wants a broadly-based course, but would prefer not to include certain topics e.g. somebody might wish to eliminate the assignments in Technology & IT and take 2 extra assignments in Business Translation instead.
- An experienced translator who wishes to specialise in specific areas e.g. Business and Legal Translation or Science and Technology etc.
- A qualified or experienced professional in a certain area who wishes to translate documents mainly in that area or in closely-related areas e.g. somebody with a background in IT might choose to focus the course exclusively on the Technology and Computer areas.

### Format 3 : Single Topic Specific Focus Course

This course also consists of 8 assignments, but the topic areas listed above (except # 1, Short Documents) may be taken as the sole topic in a course so as to specialise completely in that topic. The Certificate will specify that the qualification is for translation in that specific area e.g.

- *Professional Certificate in Legal Translation*
- *Professional Certificate in Business Translation*
- *Professional Certificate in Technical Translation*

Thus, participants are typically professionals in a certain area who intend translating only in that area or experienced translators who wish to specialise in a single topic area.

#### Typical Participant Profiles:

- Someone with legal studies, a practising lawyer or a practising translator wishing to specialise in legal translation.
- An engineer, scientist or IT specialist who wishes to translate only technical or scientific documents.

### Courses with Additional Modules

All course formats may be optionally extended by taking additional 2-assignment modules, available for each of the 8 topic areas listed on previous page. The additional modules may be ordered in conjunction with the main course, or later, including after its completion. They can be used for further practice, or to have a particular topic noted on the Certificate as an area of special interest e.g. somebody who takes an additional module in Legal translation would have "Legal Translation" noted as an area of special interest on their Certificate.

## CIOL Diploma in Translation Courses

The **CIOL DipTrans courses** focus on literary and journalistic translation, and are geared to the *DipTrans* Examination of the London Chartered Institute of Linguists, held each January at venues around the world. Courses provide preparation, practice or review in a variety of formats suitable for varying individual circumstances:

- The **Standard Format** course is a broadly-based training programme covering all examination areas
- **The Specific Focus Format** focuses on specific areas in the examination syllabus chosen by course participants
- **The Short Review Format** focuses on revision for those re-sitting the examination

### Examination & Certification

The examination consists of 3 units, as outlined below. All 3 units must be passed for award of the Diploma, but Letters of Credit are awarded by the CIOL for success in individual units

**Unit 1: (3 hours) General translation.** Translation of 1 non-specialised text (usually newspaper article) of about 600 words. There is no choice of text to translate.

**Unit 2: (2 hours) Semi-specialised translation.**

Translation of one 450-word text. Choice between a text in (a) Technology, (b) Business or (c) Literature.

**Unit 3 (2 hours) Semi-specialised Translation.** Translation of one 450-word text. Choice between a text in (d) Science, (e) Social Science or (f) Law.

**Note:** The examination is “open-book”, but Internet access is not allowed, nor is use of electronic dictionaries nor laptop or personally-owned computers. The examination must be hand-written, unless the examination Centre can provide computers for typing.

**Note:** WLS awards a Certificate of Course Completion to participants who finish the course.

### Course/Examination Topic Areas

Courses are based on the 7 examination topic areas listed below:

1. General Translation (comment/ features articles from the quality press)
2. Technology (newspaper technology section or similar)
3. Business (“The Economist” type publication)
4. Literature (usually extract from modern novel)
5. Science (articles of “New Scientist” type)
6. Social Science (newspapers, journal/book extracts)
7. Law (newspapers, legal journals, misc. legal texts)

### Course Syllabus

- Review of various translation theories and terminology
- Text Analysis & Resolution of Translation Problems
- Effective use of print dictionaries and reference works
- Approach to journalistic and literary translation
- Specialised translation - dealing with business, legal & technical terminology from limited (printed) sources; research & glossary compilation
- Guidelines in examination technique, including providing translators’ notes, if applicable.

### Course Content/Structure

The course content is geared to the Diploma examination. The syllabus is taught through **8** assignments based on past examination papers or journalistic/academic texts of the same type, all with similar characteristics and linguistic issues. This means that work in the assignments will not give as much exposure to a broad range of translation issues as a course based on more varied texts. Knowledge of core translation principles is therefore assumed and the courses concentrate on perfecting technique rather than acquiring it.

**Work in each assignment is based on 2 SL texts:**

- **Text 1** is used for text analysis, review of technique, resolution of translation problems and focus on specialised terminology.
- **Text 2** is used for translation and feedback.

# CIOL Diploma in Translation Courses

## Course Formats

This course is available in 4 formats, with a varying number of assignments:

### Format 1: Standard Course

This is a broadly-based course, **consisting of 8 assignments**, covering all **7 topic areas** of the examination syllabus. Two assignments are set for General Translation and one assignment is set for each of the remaining 6 topic areas.

### Format 2: Specific Focus Course

This course **also consists of 8 assignments**, covering a reduced number of topic areas, with a view to covering only those topic areas likely to be taken in the examination, or those of more interest to participants. Course participants choose both the topic areas and the number of assignments in each area, subject to a total maximum of 8 assignments

### Format 3: Standard Course with Preparatory Module:

This is a longer version of the Standard course, **consisting of 12 assignments**. The Preparatory Module contains 4 assignments based on a broader selection of text types and topic areas, designed to cover the main principles of Translation Studies, before the participants move on to the Diploma course with its focus on practice with examination text types only.

### Format 4: Short Review Course

This course **consists of 4 assignments**, based on topic areas chosen by participants. It is intended for examination candidates preparing to **re-sit** all or part of the DipTrans examination, who have not already completed a full DipTrans course with WLS. (WLS registered students can order Additional Modules to their existing course to prepare for re-sits – see below).

## Courses with Additional Modules

All diploma courses may be optionally extended by taking additional 2-assignment modules, available for each of the 7 topic areas. The additional modules may be ordered in conjunction with the main course, or later, including after its completion. They can be used for further practice, as preparation for an examination re-sit, or to have a particular topic noted on the Completion Certificate as an area of special interest (only for participants on full courses).

## Participant Profile

### Formats 1 and 2 - Standard and Specific Focus Courses:

-- Mother tongue writers of the target language who hold a university degree or equivalent qualification in the SL *or* those who have acquired the necessary linguistic level without formal studies\* *and*

-- who already have a broad range of professional translation experience *or* have already undertaken a course of study specifically geared to professional translation (as opposed to studying translation as part of a university course in languages).

### Format 3 - Standard Course with Preparatory Module:

-Mother tongue writers of the target language who hold a university degree or similar qualification or who have acquired the necessary level without formal studies\*\* but who lack professional experience or Translation Studies, as specified above.

### Format 4- Short Review Course:

-Anybody who has already sat the CIOL examination with a partial or full unsuccessful result and who has not already registered for a WLS course.

\* While it is not necessary to produce evidence of any formal qualification to register for the CIOL examination, it is suggested that both course and examination are preferable options for those with formal linguistic studies of some kind, or with a background in directly related disciplines such as Humanities or Law. The General Unit in the examination must be passed in order to obtain the Diploma, which may not suit e.g. graduates in technical disciplines.

\*\* It is suggested that the Combined Course (see next page) may be a more suitable means of preparation for those lacking in both formal SL studies and translation experience.

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## Combined Course

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### Description

This course combines the WLS Professional Certificate Course and the CIOL DipTrans Course in a single “package”, at a reduced fee. Participants complete the WLS Professional Certificate course syllabus first and then proceed to the Diploma course. A 3-year timeframe is allowed for completion of both courses.

### Course Formats

The course covers the *Standard Format* subject areas of both the Certificate and Diploma courses – the Specific Focus Format is not available with the Combined Course, because it is offered at a special reduced fee.

### Purpose

The purpose is three-fold:

- The more broadly-based focus and specific training provided in the Certificate course offers a good basis for acquiring the necessary skills to take the Diploma examination in the absence of experience or specific knowledge of translation procedures.
- The broad basis offers an opportunity to acquire skills and qualifications in both commercial and literary/academic translation.
- The course offers an opportunity to acquire 2 qualifications.

### Course Structure

As described in previous pages for the Certificate and DipTrans courses in Standard Format.

### Additional Modules

These are available for both the Certificate and Diploma components in the way already described for each course.

### Participant Profile

This course is best suited to:

- Those with a specific interest in obtaining the CIOL DipTrans, with the requisite qualifications as explained above, but with no or minimal translation experience.
- Those who wish to acquire more broadly-based training in translation with a view to working both in the commercial field and in the fields of journalism or publishing.



## Course Duration

There is **no fixed duration for any course** but maximum **completion timeframes**, usually **2 or 3 years**, are allocated during which the relevant course must be completed (please see detail for specific courses in table below). Where **Additional Modules** are taken, the relevant completion timeframe is extended by **2 months per module**. Within the allocated completion period, participants have full flexibility with the timing of assignment submission. Tutors are generally available for corrections throughout the year but *may* be unavailable for short periods due to illness, holidays etc. Corrected work is emailed back within 10-14 days of receipt, *wherever possible*, but obviously there may be times when this return schedule cannot be met. The following table sets out the minimum, maximum and typical durations.

Course	Durations			Registration
	Min.*	Max.	Typical	
<b>WLS Professional Certificate Course</b> (8 assignments)	4 months	2 years	6-9 months	Open throughout the year
<b>CIOL Diploma Course</b> (8 assignments)	4 months	2 years	6-9 months	Registration is open throughout the year, but participants should plan their course registration to allow sufficient time for completion prior to the CIOL examination for which they have registered or plan to register.
<b>CIOL Diploma Course with Preparatory Module</b> (12 assignments)	6 months	2 years & 6 months	8-12 months	Open throughout the year – see above re examination dates
<b>CIOL Diploma Review Course</b> (4 assignments)	2 months	1 year	3-6 months	Any time after results are received for the CIOL examination
<b>Combined Course</b> (16 Assignments)	8 months	3 years	10 –24 months	Registration is open throughout the year. See above re diploma examination dates.

\*The minimum durations indicate the time in which it may be possible to complete the relevant course, assuming a more or less continuous submission and return of assignments over a 4 or 8-month period. Such continuity may not always be possible to achieve, on the part of either student or tutor, nor is such intensive preparation recommended, except in cases of urgent necessity or for students who already have substantial professional experience.

### Extension of Completion Timeframe

It *may be possible* to extend the original completion timeframes by 1 year initially, and to apply for further extensions, if necessary, subject to payment of appropriate fee (see page 11), and the following conditions:

- 1) The course in which the student originally enrolled **is still being offered** in substantively the same form.
- 2) There is tutor availability to continue the instruction in the language pair in question and for the student in question.
- 3) If the course structure or content of course materials has changed, the new version will be made available only through our website – even if the original course was supplied in print format.
- 4) The maximum number of assignments that may be submitted during one extension period (one year) is 8. In the case of a Combined Course registration where no assignments have been completed at the end of the registration period, two extension periods will be required to complete the full course.

*Please note that the granting of any extension period is at the discretion of WLS management. An application form is provided in the Course Manual. Fees charged will be those published in the Course Brochure at time of application.*

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## Course Materials and Procedure

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### Course Materials & Delivery

All courses consist of a set of materials delivered as PDF files downloadable from our website. The materials consist of the following:

- a Course Manual covering course syllabus, as already outlined, as well as miscellaneous information on course procedures, job seeking, examination registration etc.
- an Assignments Manual (or Manuals in the case of the Combined Course) containing the assignments to be worked and sent for correction. In the case of the WLS Professional Certificate Course, the Assignments Manual also contains additional Notes on special features of each topic area, as well as information and guidance on assessment procedures.

**Thus, all of the materials, including all the assignments, are made available at the commencement of the course.**

### General Course Procedure

Once the materials are downloaded, they should be saved or their content printed, for use as a permanent reference. Participants can then begin to work through the course at their own pace, within the notified completion timeframe. The first assignment may be submitted at any time after receipt of materials. **Submission of assignments is done via email.** The usual procedure is to submit assignments for correction one at a time i.e. student completes Assignment 1 and sends it to tutor for correction and in the meantime works on Assignment 2. On receipt of corrected Assignment 1, student reviews the corrections before sending Assignment 2. Work is then begun on Assignment 3 and so on until course is completed. It is very important to review corrections before submitting further work.

### Procedure for Creating and Submitting Assignments

Assignments are completed by creating a file in a word-processing program (Word, Works, Wordpad etc), which must contain any translations or answers required for the coursework in each assignment. Once an assignment is completed, it is then sent to the designated email address as an email attachment.

### Correction Method & Communication with Tutor

Tutors provide comments and explanations directly on the work submitted. The correction content is completely personalised for each assignment and does not adhere to any pre-set or formatted answers, though some sample answers may be provided for guidance, if necessary. Participants can submit questions to the tutor on an ongoing basis, subject to certain restrictions of reasonable use, which are set out in the course materials. There is also a Tutorial Support team to provide an additional means for dealing with queries or difficulties.

### Tutors

All tutors are qualified and experienced translators, with relevant teaching experience. By “qualified translator”, we mean that the tutor will have completed a formal and specific course in Translation Studies, usually an M.A. programme. Each tutor is a mother-tongue speaker of the course participant's target language.

### Sample Materials

Files of sample materials, based on source language and covering the 3 course types are available by email only. To request, please send your name and source language to [courseadmin@wls.ie](mailto:courseadmin@wls.ie).

# Course Fees<sup>1</sup>

Course	Format	Course Fees <sup>2</sup>				
		€	GB£	US\$	CAN\$	CHF
<b>WLS Professional Certificate <u>or</u> CIOL Diploma Course</b> (8 Assignments)	<b>Standard</b>	465	395	515	675	510
<b>WLS Professional Certificate <u>or</u> CIOL Diploma Course</b> (8 Assignments)	<b>Specific Focus</b>					
	<i>with 6-7 topic areas</i>	550	475	615	795	600
	<i>with 4-5 topic areas</i>	625	540	685	905	685
	<i>with 2-3 topic areas</i>	700	610	765	1010	765
	<i>Single topic course*</i>	775	675	845	1115	845
<b>CIOL Diploma Course with Preparatory Module</b> (12 Assignments)	N/A	625	540	685	905	685
<b>Diploma Review Course</b> (4 Assignments)	N/A	250	210	275	365	275
<b>Combined Course</b> (16 Assignments)	N/A	775	675	845	1115	845
<b>Additional Modules</b> (2 Assignments)	N/A	110	95	125	165	125

\* Courses with fewer topic areas are more specialised, requiring more compilation and correction time – hence the higher fees.

## OTHER FEES (payable in certain circumstances only)

Administration Fee ( if paying by instalments/for Additional Documentation)	25	20	28	38	30
Fee for Extension of Course Completion Timeframe (see page 9)					
50% completed (4 assignments):	75	60	84	114	85
less than 50%:	150	120	168	228	170
Certification Tests, if necessary for award of WLS full certificate (see below)	150	120	168	228	170

### Fee Payment in 2 Instalments

Fees may be paid in 2 equal instalments for the following courses only: Certificate and Diploma Courses in Standard format, Diploma Course with Preparatory Module, Combined Course. The system is subject to payment of an administration fee (as above), which must be added to and paid with the first instalment. The second instalment must be paid within two months of registration effective date. You must submit a note with your Registration Form saying that you are paying in 2 instalments. **Please note this is the only instalment arrangement available.**

### Fee for Additional Documentation

This refers to documents that might be required in certain circumstances e.g. an invoice to an employer sponsoring the course or for re-issues of lost certificates, or any type of documentation requested outside of the Confirmation of

### Fee for Certification Tests

These tests apply only in a small number of cases where a participant completes the Certificate course with insufficient ratings/and or marks for award of the WLS Professional Certificate.

### Fees for CIOL Diploma Examination Examination

These fees apply on examination registration and are payable to the CIOL in GB£ only by 31<sup>st</sup> August of year prior to examination. Fees applicable for the 2017 exam: GB£600 for 3 units or GB£405 for Unit 1 and GB£300 for either Paper 2 or 3. Centre fees are also payable to the centre where the exam takes place, which vary from centre to centre. WLS Centre fee is currently €150 or €175 for external candidates (where accepted). Full details regarding examination registration procedure are enclosed with course materials.

### Payment Methods

Payment of fees may be made by: Bank to bank transfer; Paypal or Skrill online payment agencies (, in which case credit or debit cards may be used; Cheque, bank draft or postal order in Euro or GB£ or only. Euro cheques must be drawn on banks in the Republic of Ireland. We cannot accept e.g. a cheque in Euros drawn on a bank in France.

<sup>1</sup> Valid from January 24<sup>th</sup>, 2017 until further notice.

<sup>2</sup> Please note that a small additional fee may also be payable with certain payment methods – see next page.

## Payment Methods

Fee payment may be made by:

(1) Direct transfer into our bank account, in any of the currencies listed on previous page, as follows:

**Bank:** Permanent TSB Bank (Irish Life & Permanent PLC), 2-4 Upper Baggot Street, Dublin 4 – Ireland

**Account Name:** W.L.S.

**Account Number:** 00354511, **Branch Number:** 990626

**IBAN Number:** IE70 IPBS 9906 2600 3545 11

**BIC (Swift/ABA) Number:** IPBSIE2D (See [Note 1](#) - below).

Please ask the sending bank to supply your name as a reference on the transfer order so that we can identify your payment.

Please ensure that any bank charges for the transfer are debited to your account and not ours, so that we receive the full fee amount, as stated on previous page (see [Note 2](#) – below).

(2) Online Payment Agencies: **Paypal** ([www.paypal.com](http://www.paypal.com)) and **Skrill** ([www.skrill.com](http://www.skrill.com)), in which case **credit or debit cards** may be used, if required. To pay fees, please go to the Paypal or Skrill website, and follow directions from the “send” / “send money” tab, using the email address [courseadmin@wls.ie](mailto:courseadmin@wls.ie), which is the registered email address with both agencies for receipt of funds. Once payment is made, we will receive a confirmation email from Paypal or Skrill which will give your name, email address and amount paid.

-- In the case of **Paypal** payments, 3% of the total amount payable for the course must be added to the payment to cover agency commissions to **receive** money (see [Note 2](#) – below). **Paypal does not charge the sender.** In the case of **Skrill** payments, there is no commission to receive funds, but the sender may be charged a sending fee – usually 1%.

(3) Cheque, bank draft or postal order in Euro or GB£ only. Cheques/drafts/postal orders should be made payable to W.L.S. - Words Language Services. If sending a postal order, please ensure that it is one which may be lodged to a bank account.

**N.B:** Please note that we can only accept Euro cheques and drafts drawn on banks in the Republic of Ireland. Therefore we cannot accept e.g. a personal cheque drawn on a bank in France. Payments from Eurozone countries outside of Ireland should be made through bank transfer or through Paypal or Skrill.

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**Please note that the above are the only payment methods available.**  
**We regret that we cannot accept direct credit or debit card payments e.g. by telephone.**

**Note 1:** The BIC (or Swift/ABA) number is required for international bank transfers. It is used either in conjunction with the bank account/bank branch numbers, or in conjunction with the IBAN number. The BIC (Bank Identifier Number) identifies the bank head office and country in which the bank is based. Unlike some Swift/ABA numbers, our BIC number does not identify the bank branch holding the account – for this reason the Branch Number must be given, in addition to the Account Number, for all transfers from abroad where the IBAN is not used

**Note 2:** International Bank Transfers between European countries are usually inexpensive (under €5). Outside of Europe, such transfers may incur higher bank fees and payment through online agencies (Paypal/Skrill) will usually be less expensive, with the max. additional cost being 3% of course fee, as outlined at (2) above, to cover Paypal charges to receive funds.

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## Registration Procedure & Materials Delivery

### Course Registration Dates

There are no specific dates for registration which is open on an **ongoing basis throughout the year**. Registrations are accepted from anywhere in the world.

### Registration Procedure - General

In all cases, please print, complete and sign the relevant page(s) of the Registration Form on pages 14-16 and send to our office **by post, fax or email (scanned)**.<sup>3</sup>

-If paying fees by bank transfer, please include/attach a copy of transfer confirmation with the Registration Form.<sup>4</sup>

-If paying by cheque, please send both the Registration Form and cheque by post to our office

-If paying by Paypal or Skrill, please include/attach the agency confirmation.

### Procedures for Registration in Specific Courses

Course	Format	Procedure
WLS Professional Certificate <u>or</u> CIOL Diploma Course	Standard	Please follow the General Procedure above, completing the Registration Form at <b>page 14 only</b> .
CIOL Diploma Course with Preparatory Module	N/A	Please follow the General Procedure above, completing the Registration Form at <b>page 14 only</b> .
Combined Course	N/A	Please follow the General Procedure above, completing the Registration Form at <b>page 14 only</b> .
WLS Professional Certificate <u>or</u> CIOL Diploma Courses	Specific Focus	Please follow the General Procedure above, completing the Registration Form at <b>pages 14 and 15</b> .
CIOL Short Review Course	N/A	Please follow the General Procedure above, completing the Registration Form at <b>page 14 and 16</b> .
Additional Modules	N/A	- to order <b>with</b> your registration, please <b>complete page 17</b> in addition to any other applicable pages. - To order additional modules <b>after</b> you have registered, please complete <b>Page 17 only</b>

### Processing of Course Registrations

Once a registration is received, it is processed according to the course format chosen. Once processing is **completed**, a combined Receipt/Confirmation of Registration is issued by email (please see below for processing times). This document contains the information necessary to access ALL the course materials and tutor (URLs, username and password etc.). The Receipt page of the document gives the participant's name and postal address, course enrolled in, course effective and expiry dates and fees paid.

### Materials Delivery Times

For most courses, the Confirmation of Registration with access details to download the files is usually sent by email between 2 to 5 *business days* of *receipt* of Registration Form<sup>5</sup>. Some cheques may be subject to longer clearing times. If a delay of more than 5 business days is expected for cheque clearance, this will be advised shortly after receipt of registration/cheque.

In the case of Specific Focus Courses/Courses with Additional Modules: access details are sent between 7 and 20 *business days*, depending on nature of the course requested and/or number of additional assignments.

<sup>3</sup> Registrations cannot be processed nor courses compiled without a *fully* completed Registration Form & fee payment.

<sup>4</sup> Or provide us with payment date, name & address of sending bank, payment currency and name of sender.

<sup>5</sup> No acknowledgement of receipt is issued for such registrations, unless they are not in order, given the short processing times. However, receipt of registrations sent by email is acknowledged through the automatic responder.

# Registration Form (from January 24<sup>th</sup>, 2017)

## Part 1 – To be completed by *all* applicants.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Source Language (SL): \_\_\_\_\_ Target Language (TL): \_\_\_\_\_

Mother Tongue: \_\_\_\_\_ SL Qualifications : \_\_\_\_\_

If no formal qualifications, how was knowledge acquired? \_\_\_\_\_

\_\_\_\_\_

Other Education: \_\_\_\_\_

Translation Experience (if any): \_\_\_\_\_

\_\_\_\_\_

How did you hear about this course? \_\_\_\_\_

**Course Required:** *(please tick or circle your choice(s):*

- |   |   |   |
|---|---|---|
| <b>Certificate Course:</b>                    | <input type="checkbox"/> Standard <u>or</u> | <input type="checkbox"/> Specific Focus |
| <b>Diploma Course:</b>                        | <input type="checkbox"/> Standard <u>or</u> | <input type="checkbox"/> Specific Focus |
| <b>Diploma Course with Preparatory Module</b> | <input type="checkbox"/>                    |   |
| <b>Diploma Review Course:</b>                 | <input type="checkbox"/>                    |   |
| <b>Combined Course:</b>                       | <input type="checkbox"/>                    |   |
| <b>Additional Modules</b>                     | <input type="checkbox"/>                    |   |

**Payment Method:** transfer to bank  cheque enclosed  **Fee Amount:** \_\_\_\_\_  
 via Paypal  via Skrill  **Fee Amount:** \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Go to next page (15) only if you have ticked "Specific Focus" above for the Certificate or Diploma courses.  
 Go to page 16 only if you have ticked Diploma Review Course above.  
 Go to page 17 only if you have ticked "Additional Modules" above.

### Conditions of Registration:

Fees or confirmation of payment must accompany Registration Form. Fees are refundable only if a course cannot commence immediately or an applicant is considered unsuitable for the course. No refunds or credits are given in respect of courses not commenced or completed.

**W.L.S.** - Words Language Services, 12 Lower Hatch Street, Dublin 2, Ireland.

Tel: +353-1-6392984, Fax: +353-1-9081452

Email: [courseadmin@wls.ie](mailto:courseadmin@wls.ie) Web: <http://www.wls.ie>

## Registration Form (from January 24<sup>th</sup>, 2017)

**Part 2 – To be completed only by those who have ticked Certificate or Diploma Course Specific Focus on previous page.**

Name: \_\_\_\_\_

Please select your topic areas and number of assignments required in each topic by entering that number in the relevant box beside each topic area you wish to include in your Specific Focus course.

WLS Certificate Topic Areas		CIOL Diploma Topic Areas	
<p><i>Before choosing please note:</i> Total number of assignments per Specific Focus course is <b>8</b>. (If more than 8 assignments are required, please go to page 17 and order Additional Modules)</p> <p>(For Information: the Standard Certificate Course consists of one assignment for each of the 8 subject areas.)</p>		<p><i>Before choosing please note:</i> Total number of assignments per Specific Focus course is <b>8</b>. (If more than 8 assignments are required, please go to page 17 and order Additional Modules)</p> <p>(For Information: the Standard Diploma Course consists of <b>two</b> assignments in general translation and <b>one</b> assignment in <b>each</b> of the other subject areas below).</p>	
Short Documents	No. of Assignments	General	No. of Assignments
Marketing/Advert./Tourism	No. of Assignments	Technology	No. of Assignments
Social/Political/EU	No. of Assignments	Business	No. of Assignments
General Business	No. of Assignments	Literature	No. of Assignments
Legal Documents	No. of Assignments	Science	No. of Assignments
Technical	No. of Assignments	Social Science	No. of Assignments
Scientific	No. of Assignments	Law	No. of Assignments
Computer	No. of Assignments		
	<i>Total Number</i>		<i>Total Number</i>



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# Registration Form (from January 24<sup>th</sup>, 2017)

**Part 3 – To be completed only by those who have ticked Diploma Review Course on page 14.**

Name: \_\_\_\_\_

Date(s) Diploma Examination taken: \_\_\_\_\_

Results: (please attach copy of result notification) \_\_\_\_\_

Please select your topic areas and number of assignments required in each topic by entering that number in the relevant box beside each topic area you wish to include in your Specific Focus course. Maximum Number of Assignments per course is 4. *If more than 4 assignments are required, please go to next page and order additional modules. Note: These may also be ordered at a later date.*

## CIOL Diploma Topic Areas

General	No. of Assignments	
Technology	No. of Assignments	
Business	No. of Assignments	
Literature	No. of Assignments	
Science	No. of Assignments	
Social Science	No. of Assignments	
Law	No. of Assignments	
	<i>Total Number</i>	

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## Additional Modules Order Form (from January 24<sup>th</sup>, 2017)

**This form must be completed in all cases where Additional Modules are ordered** (in conjunction with a course registration or after registration in a full course)

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Source Language: \_\_\_\_\_ Target Language: \_\_\_\_\_

Student Number: (if available) \_\_\_\_\_  
(For participants who have already enrolled only - the student number appears on your Confirmation of Registration).

Please select your **Additional Modules** by entering the number of modules required in the relevant box for each subject area you wish to take. The total number of *Additional Modules* ordered at any one time may not exceed 2. Further orders may be submitted at a later date, if required. Each module contains 2 assignments.

WLS Certificate Topic Areas		CIOL Diploma Topic Areas	
(For Information: the Standard Certificate Course consists of <b>one</b> assignment for each of the 8 topic areas listed in <b>black</b> below).		(For Information: The Standard Diploma Course consists of <b>two</b> assignments in General translation and <b>one</b> assignment in <b>each</b> of the other topic areas below).	
Short Documents	No. of Modules	General	No. of Modules
Marketing/Advert./Tourism	No. of Modules	Technology	No. of Modules
Social/Political/EU	No. of Modules	Business	No. of Modules
General Business	No. of Modules	Literature	No. of Modules
Legal Documents	No. of Modules	Science	No. of Modules
Technical	No. of Modules	Social Science	No. of Modules
Scientific	No. of Modules	Law	No. of Modules
Computer	No. of Modules		
General/Mixed*	No. of Modules		
	<i>Total Number</i>		<i>Total Number</i>

\* This option is available only when ordering Additional Modules for the WLS Certificate Course. It is designed and recommended for those who need extra practice in general translation technique and for those preparing for Certification Tests. For this reason, it does not focus on any single subject area and avoids texts that are over-specialised in nature. *Note: Assignments of this type do not form part of the main Professional Certificate course.*

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## Company Information

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WLS - Words Language Services was established in 1988 to provide language training for adults and a professional translating and interpreting service for companies and individuals.

The company now operates on a national and international basis, providing language services and training to a large number of public and private enterprises, Government agencies and individuals.

### Language Training Activities

- Foreign languages for general purposes
- Foreign languages for professional purposes
- English as a Foreign Language
- Translation Diploma Course
- Translation Certificate Course
- In-Company Courses
- Fully qualified native teaching staff
- Internationally recognised examinations

### Translation Activities

- Translation of all document types
- Provision of interpreters
- Software localisation
- Website translation



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