



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 training programmes are available catering for a variety of needs and levels of expertise:

1	<i>WLS Professional Certificate in Translation Programme</i>	These courses, which lead to a general or specialised professional qualification, focus on commercial translation, geared to the needs of the translation industry.
2	<i>CIOL Diploma in Translation (DipTrans) Programme</i>	Preparatory and revision courses for the Diploma Examination of the Chartered Institute of Linguists, London, which focus on journalism and literary translation.
3	<i>Combined Programme</i>	Certain courses from programmes 1 and 2 may be taken as a Combined Course, offering more comprehensive preparation and the possibility of qualifications 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. Relevant number of course assignments to be worked and submitted by e-mail to a tutor.

### Course Formats

Both the Certificate and DipTrans 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 programmes. The DipTrans programme is also available in Modular format, geared to preparing or revising for specific examination units, if required, as well as the full examination.

### 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.

## WLS Professional Certificate in Translation

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 Programme Available in Different Formats

- The **Standard Format** course, covering a wide range of topic areas and texts drawn from many sources, 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 Content

- 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. Various text types and writing styles ensure a 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 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 Units, the topic areas they cover are noted as an area of “Special Interest” on the Certificate. Those without sufficient grades and/or marks may take a Certification Test for award of the Professional Certificate or opt to receive a “Confirmation of Course Completion”, listing the topic areas covered.

## WLS Professional Certificate: Course Formats & Participant Profiles

This training programme offers 3 Course Options, each based on **8** assignments. All course options assume a target language user with mother-tongue competence in the written language.

### Option 1: Standard Course Format

This format 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.

### Option 2: Specific Focus Format

This format allows participants to choose, from the list on page 4, the course topic areas to suit their own interests, as well as the number of assignments to be taken in each topic, *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 on a reduced 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, nevertheless, prefer to exclude 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.

### Option 3: Specific Focus Format with Single Topic

This format caters for those who wish to specialise in a single topic area and obtain a specific qualification in that topic. All of the topic areas listed above (except # 1, Short Documents) may be taken as the sole topic in an 8-assignment course, specialising in the chosen 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.

### Optional Additional Units

All course formats may be optionally extended by taking Additional Units, consisting of 2 assignments and available for each of the 8 topic areas listed on previous page. The assignments in these units are in more concentrated form and are not assessed – therefore they are mainly intended as additional practice and do not count as part of the continuous assessment process in the Certificate programme. However, where a participant completes a course successfully and has taken an Additional unit, the topic area of the unit will be noted on the Certificate as an “Area of Special interest”. The units may be ordered in conjunction with the main course, or later, up to the time of completion i.e. the submission of the final assignment.

## CIOL Diploma in Translation Courses

The **CIOL DipTrans programme of courses** mainly focuses on journalistic and literary translation, being geared to the Diploma in Translation Examination of the London Chartered Institute of Linguists. The online *DipTrans* exam, held in July and January each year, may be taken from home from anywhere in 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 Modular Format**, based on each of the 3 examination units, is a flexible programme allowing preparation for part or all of the examination or revision for a re-sit.

### DipTrans Examination & Forms of Certification

The examination consists of 3 units, as outlined below. All 3 units must be passed for award of the CIOL Diploma in Translation, but it is not necessary to sit the full exam in one session. As Unit Certificates are awarded for success in individual units, it is possible to obtain a Certificate in a specific topic area e.g. in Legal Translation, without taking the full examination.

**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 Technology, Business or Literature.

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

### Examination Texts and Topic Areas

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)
8. Arts and Culture (book, film reviews, theatre programmes etc.)

### Course Syllabus

- Review of various translation theories and terminology
- Text Analysis & Resolution of Translation Problems
- Effective use of print dictionaries and reference works; research & glossary compilation
- Approach to journalistic and literary translation
- Specialised translation - dealing with business, legal & technical terminology in limited exam conditions - the DipTrans exam is "open book", but internet access is not allowed.
- Guidelines in examination technique, including providing translators' notes, if applicable.

### Course Content/Structure

The content is geared to the Diploma examination, the syllabus being taught through assignments based on past examination papers or similar texts, drawn from journalistic/cultural/literary sources with similar characteristics and linguistic issues. The Standard and Specific Focus formats concentrate on perfecting technique with such texts, familiarity with core translation principles being largely assumed. In the Modular format, particularly the General Single-topic modules, more emphasis is placed on acquiring technique with specific teaching of translation procedures, using some texts drawn from more varying sources, which give exposure to a broader range of translation issues.

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

- **Text 1** is used for teaching or review of the course syllabus, with tasks on text analysis, translation problems, translation of specialised lexis and phrasing etc.
- **Text 2** is used for translation practice and feedback.

## CIOL Diploma in Translation Courses

The DipTrans programme is available in 3 formats, with a varying number of assignments:

### Option 1: Standard Format

This is a broadly-based course, **consisting of 8 assignments**, covering all **8 topic areas** of the examination syllabus, with one assignment per topic area.

### Option 2: Specific Focus Format

This course **also consists of 8 assignments**, covering a reduced number of topic areas, with a view to covering only those 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.

### Option 3: Modular Format

This course is based on **modules consisting of 4 assignments**, either in a single topic or with two topics. As such, it is a type of "build your own course in your own time" option, which can be used to prepare for the full examination "in one go" or to prepare for individual units, with a view to taking the examination in stages. It can also be used to revise for a re-sit or to simply prepare one topic area with a view to obtaining a Certificate in that topic, without having to sit the whole Diploma exam.

Single-topic modules are available for each of the 8 examination topic areas. Double-topic Modules are available for the General topic (Unit 1) combined with each of the remaining 7 topic areas tested in Units 2 & 3. Double-topic modules are also available for certain related topics often chosen together in Units 2 & 3 e.g. Technology + Science; Literature + Arts & Culture (please see page 17 for a list of all available modules).

**Participants can register for one module only or for up to three modules in a single registration, with the option to register for further modules at a later date.** *From a financial perspective*, this arrangement offers the opportunity to spread examination and course fees over a period of time, and also to take longer courses at a more favourable cost-structure, depending on individual needs (please see page 11 for fee details).

## Participant Profile

### For all course formats

-- 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\*

### for Options 1 and 2: Standard and Specific Focus Courses

-- those who already have a broad range of professional translation experience *or* have already undertaken a course of translation study for professional purposes i.e. a course geared to producing TL documents for a paying end-user, as opposed to studying translation as part of a university course to develop language skills.

### for Option 3: Modular Courses

-- those with varying translation studies and experience, due to the flexible nature of the modular system. Participants lacking in professional experience or Translation Studies, as described above, will benefit from the more in-depth and varied content of the 4-assignment modules on General translation, as will those with experience in only one topic area, such as technical translation. All participants will benefit from the flexibility to choose the number of modules suitable to their needs: 2 modules covering 3 examination topic areas may suffice for many experienced translators, while at least 3 modules (12 assignments) will usually be required for the uninitiated.

-- those who wish to take the examination in stages or take it in one topic area only with a view to obtaining a Unit Certificate e.g. in Literature, or in Law for a practising lawyer.

-- those revising for a re-sit of the examination in one or more units.

## Optional Additional Content

**Standard and Specific Focus Formats** may be optionally extended by taking Additional Units, consisting of 2 assignments, and available for each of the 8 topic areas. These units may be ordered in conjunction with the main course, during the course or on its completion. They can be used for further practice or as preparation for an examination re-sit.

**The Modular Format may be extended by registering for further modules once 75% of the initial registration has been completed.**

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## Combined Course

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### Description

This programme 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* topic 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 of the course offers an opportunity to acquire skills and qualifications in both commercial and literary/academic translation.
- The course offers an opportunity to acquire 2 qualifications in 2 different types of translation.

### Course Structure

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

### Additional Units

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 **9 to 24 months**, are allocated during which the relevant course/programme must be completed (please see detail for specific courses in table below, under the **Max.** column). Where Additional Units are taken, the relevant completion timeframe is extended by 2 months per unit. 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. 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	18 months	6-9 months	Open throughout the year
<b>CIOL Diploma Course</b> (8 assignments)	4 months	18 months	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 session for which they have registered or plan to register.
<b>Combined Course</b> (16 Assignments)	8 months	24 months	10 –18 months	Registration is open throughout the year. See above re diploma examination dates.
<b>CIOL Diploma Modular Programme</b>	2 months per module	9 months per module	3-6 months per module	Open throughout the year – as above re Diploma examination.

\*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 the minimum timeframe indicated above. 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.

### Extension of Completion Timeframe

Where a course is not completed (or commenced) within the maximum completion timeframe, as set out above, an extension of time *may* be possible, at the discretion of WLS management, on receipt of application form in Course Manual. Extensions are subject to payment of appropriate fee and to the following conditions:

- 1) The course in which the participant originally registered **is still being offered** in substantively the same form.
- 2) There is tutorial and administrative availability to continue the instruction in the language pair in question and for the participant in question.
- 3) The extension timeframe will be 6 months for all courses, 3 months per Diploma module.
- 4) The maximum number of assignments that may be submitted during a 6-month extension period is 8 and during a 3-month extension is 4. Thus, in the case of courses or a modular programme consisting of more than 8 assignments, two extension periods will be required to complete the full course/programme, if no assignments have been completed by the original expiry date.
- 5) The fee scale will be based solely on amount of original course completed.

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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 review. 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 the materials, including all the assignments, are made available at the commencement of the course, but, except by occasional special arrangement, assignments must be submitted one by one, as outlined below.**

### 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, sends it to tutor for review and in the meantime works on Assignment 2. On receipt of corrected Assignment 1, student reviews the feedback before sending Assignment 2. Work is then begun on Assignment 3, and so on until course is completed. It is very important to review feedback before submitting further work.

### Procedure for Creating and Submitting Assignments

Assignments are completed by creating a file in a word-processing program (preferably Word), 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.

### Feedback Method & Communication with Tutor

Tutors provide comments and explanations directly on the work submitted. The feedback 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 all 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 Programme	Format	Course Fees				
		€	GB£	US\$	CAN\$	CHF
<b>WLS Professional Certificate <i>or</i></b> <b>CIOL Diploma Course</b> (8 Assignments)	<b>Standard</b>	465	395	485	690	445
<b>WLS Professional Certificate <i>or</i></b> <b>CIOL Diploma Course</b> (8 Assignments)	<b>Specific Focus</b>					
	<i>with 6-7 topic areas</i>	550	460	575	815	525
	<i>with 4-5 topic areas</i>	625	525	650	925	595
	<i>with 2-3 topic areas</i>	700	585	730	1035	665
	<i>Single topic course*</i>	775	650	810	1145	735
	<b>Combined Course</b> (16 Assignments)	<b>Standard</b>	775	650	810	1145
<b>Additional Units</b> (2 Assignments)	<b>N/A</b>	110	100	115	165	110
<b>CIOL Diploma Modules Programme</b> (4 assignments per module – participants can register initially for one, two or three modules and register for further modules once they have completed at least 75% of their initial modules).	<b>Modular</b>					
	<i>One Module</i>	250	215	265	370	240
	<i>Two Modules</i>	475	405	495	710	455
	<i>Three Modules</i>	650	550	680	975	625

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

## OTHER FEES (payable in certain circumstances only)

Administration Fee (if paying for Additional Documentation)	25	20	27	35	25
Fee for Extension of Course Completion Timeframe (see page 9)					
50% of course or modular programme completed:	75	65	80	105	75
less than 50% of course/programme completed:	150	130	160	210	150
Certification Test, if necessary for award of WLS full certificate (see below)	150	130	160	240	150

## Additional Documentation

This refers to documents that might be required in certain circumstances e.g. re-issues of lost certificates or an invoice to an employer sponsoring the course, or any type of documentation requested outside of the Confirmation of Registration/ Receipt referred to on page 13 (where such documentation is strictly necessary).

## 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.

## Examination Fees (Diploma only)

Applicable *only* for those taking the CIOL Diploma in Translation examination, payable to CIOL in GBP, usually some months in advance of examination date. The Examination Fees applicable up to January 2025 are: GBP895 for 3 units booked together or GBP500 for Unit 1 and GBP385 each for Unit 2 and Unit 3, taken separately. Full details regarding examination registration procedure are contained in the course materials.

<sup>1</sup> Valid from **January 6<sup>th</sup> 2025** until further notice.

## Payment Methods

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Fee payment is accepted in any of the currencies listed on previous page, using one of the 3 payment methods listed below. You will be asked on the course Registration Form to indicate the payment method and payment currency for your chosen course. Full instructions on how to proceed in your preferred payment method e.g. bank account details for a bank transfer, will be advised in an email confirming that your course registration is in order (see also next page). The 3 payment methods are as follows:

**(1)** Direct bank to bank transfer.

**(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. Please note:

- Paypal levies a commission on commercial receivers of funds. Thus, in the case of a Paypal payment, 3% of the course fees payable will be added to the total fee amount to cover the commission charged to us to receive money.
- Skrill does not charge the receiver of funds, but may charge the sender a commission, usually in the order of 1%. Therefore, the amount requested from you will be the relevant course fee, to which Skrill may add a commission.

**(3)** Cheque, bank draft or postal order in Euros, drawn on banks in the Republic of Ireland only:

- Please note that, due to lack of compatibility in banking procedures, we cannot accept personal cheques or bank drafts drawn on banks in Eurozone countries outside of Ireland e.g. a cheque/draft in Euros 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:** Fees are quoted in various currencies in accordance with average exchange rates and other factors prevailing from time to time. Thus, fee amounts quoted may not necessarily coincide with exchange rates at a given bank or place on a given date. In all cases, the amount quoted on this brochure as the fee in a given currency must be the amount transferred to us in that currency – regardless of payment method chosen.

**Note 2:** If paying by bank transfer, you will need to pay any charges (if applicable) associated with the transfer. Please, therefore, do not choose the option of charging costs to the payee's account, if your bank offers this option.

**Note 3:** If paying by Paypal or Skrill, please ensure that the email address you supply on the registration form is valid for Paypal or Skrill communications, so that we can request the fee payment from you through the relevant agency.

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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

Please fully complete and sign the relevant page(s) of the Registration Form on pages 14-17 and send to our office **by email (scanned, if necessary) or register online on our website** (please see table below for instructions for specific courses). Once the form is received, we will contact you by email, usually within *2 business days*, to confirm that the registration is in order and request the fee payment due, providing payment instructions. In some cases, we may first contact you to request additional information.

Once fees are received, the registration is then processed according to the course programme and format chosen.

Once processing is *completed*, a combined Receipt/Confirmation of Registration is issued by email containing 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.

### Registration Processing Times

In the case of Standard Format Courses, the Confirmation of Registration with access details to download the files is usually sent by email between 1 to 2 *business days of receipt* of fees. Occasionally, for diverse reasons, including revision of Course Materials, processing of registrations may take up to 5 business days.

In the case of Diploma Modular courses, the confirmation is usually sent between in 3 to 5 business days

In the case of Specific Focus Courses/Courses with Additional Units, the Confirmation of Registration is sent between 5 and 20 *business days*, depending on nature of the course requested and/or number of additional units.

### Procedures for Registration in Specific Courses

Course	Format	Procedure
WLS Professional Certificate <b>or</b> CIOL Diploma Course	Standard	Please follow the General Procedure above, completing the Registration Form at <b>page 14 only</b> <b>or</b> submit the online form at <a href="https://wls.ie/regform_1.htm">https://wls.ie/regform_1.htm</a>
WLS Professional Certificate <b>or</b> CIOL Diploma Course	Specific Focus	Please follow the General Procedure above, completing the Registration Form at <b>pages 14 and 15</b> <b>or</b> submit the online form at <a href="https://wls.ie/regform_2.htm">https://wls.ie/regform_2.htm</a>
Combined Course	Standard	Please follow the General Procedure above, completing the Registration Form at <b>page 14 only</b> <b>or</b> submit the online form at <a href="https://wls.ie/regform_1.htm">https://wls.ie/regform_1.htm</a>
Additional Units	N/A	- to order <b>with</b> your initial registration, please <b>complete page 16 in addition to any other applicable pages</b> <b>or</b> submit the online form at: <a href="https://wls.ie/additionalunits.htm">https://wls.ie/additionalunits.htm</a> <i>in addition to the relevant main online form</i> - To order additional units <b>after</b> you have registered, please complete <b>Page 16 only</b> <b>or</b> submit the online form at <a href="https://wls.ie/additionalunits.htm">https://wls.ie/additionalunits.htm</a>
CIOL Diploma Course	Modular	Please follow the General Procedure above, completing the Registration Form at <b>pages 14 and 17</b> <b>or</b> submit the online form at <a href="https://wls.ie/regform_3.htm">https://wls.ie/regform_3.htm</a>

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**Note: please do not submit the registration form if you are not ready to commence the course immediately.** If you have queries about the course, please submit these before submitting the registration form to [courseadmin@wls.ie](mailto:courseadmin@wls.ie). Submission of the form represents a formal commitment to register and pay the course fee once it is confirmed that the registration is in order. Confirmation usually issues within 2 business days of receipt of form. If fee (or confirmation of its payment) is not received within the following 7 days, the registration lapses.

# Registration Form (from January 6<sup>th</sup> 2025)

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

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

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

Email 1: \_\_\_\_\_ Email 2: \_\_\_\_\_

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>	Standard <u>or</u>	Specific Focus
<b>Diploma Course:</b>	Standard <u>or</u>	Specific Focus
<b>Combined Course:</b>		
<b>Additional Units:</b>		
<b>Diploma Modular Course</b>		

**Payment Method:**    transfer to bank            cheque enclosed            via Paypal            via Skrill

**Course Fee Payable** *(please clearly specify paying currency by symbol or in writing):* \_\_\_\_\_

**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 Modular Course above.

Go to page 17 only if you have ticked “Additional Units” above.

### Conditions of Registration:

Registration on any course is subject to payment of full fees which become due once it is confirmed that the application to register is in order. No refunds or credits are given in respect of courses not subsequently 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: <https://wls.ie>

# Registration Form (from January 6<sup>th</sup> 2025)

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

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

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 Units)</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 Units)</p> <p>(For Information: the Standard Diploma Course consists of one assignment for each of the 8 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		Arts & Culture	No. of Assignments	
	<i>Total Number</i>			<i>Total Number</i>	



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## ADDITIONAL UNITS ORDER FORM (from January 6<sup>th</sup> 2025)

**This form must be completed in all cases where Additional Units are ordered** in conjunction with a course registration or after registration in the Certificate or Diploma Standard/Specific Focus formats or the Combined Course..

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

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

Student Number: (if available) \_\_\_\_\_

(For participants who have already registered only - the student number appears on your Confirmation of Registration).

Please select your <b>Additional Units</b> by entering the number of units required in the relevant box for each subject area you wish to take. The total number of <i>Additional Units</i> ordered <u>at any one time</u> may not exceed <u>2</u> . Each unit contains 2 assignments. Further orders may be submitted at a later date, if required.			
<b>WLS Certificate Topic Areas</b>		<b>CIOL Diploma Topic Areas</b>	
(For Information: the Standard Certificate Course consists of <b>one</b> assignment for each of the 8 topic areas below).		(For Information: The Standard Diploma Course consists of <b>one</b> assignment for <b>each</b> of the topic areas below).	
Short Documents	No. of Units	General	No. of Units
Marketing/Advert./Tourism	No. of Units	Technology	No. of Units
Social/Political/EU	No. of Units	Business	No. of Units
General Business	No. of Units	Literature	No. of Units
Legal Documents	No. of Units	Science	No. of Units
Technical	No. of Units	Social Science	No. of Units
Scientific	No. of Units	Law	No. of Units
Computer	No. of Units	Arts & Culture	No. of Units
	<i>Total Number</i>		<i>Total Number</i>

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# Registration Form (from January 6<sup>th</sup> 2025)

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

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

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

Each Module consists of 4 assignments, based on a single topic or on a mixture of 2 topics, with two assignments for each topic. The table below lists the modules available by topic area(s). Please select your topic areas and number of modules required in each topic by entering that number in the relevant box beside each topic area.

**Note:** Maximum number of modules that can be selected at one time is 3 (12 assignments).

## Module Selection

<b>Modules Available by topic(s)</b>	<b>Number Required</b>
(Single Topic)	
General	
Technology	
Business	
Literature	
Science	
Social Science	
Law	
Arts & Culture	
(Double Topic)	
General + Technical	
General + Business	
General + Literature	
General + Science	
General + Social Science	
General + Arts & Culture	
General + Law	
Technology + Science	
Business + Law	
Literature + Arts & Culture	
Literature + Social Science	
<b>Total Number Required</b>	

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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

- Translation Professional Certificate Course
- Translation Diploma Course
- Foreign languages for professional purposes
- In-Company Courses
- Fully qualified native teaching staff
- Internationally recognised examinations

### Translation Activities

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



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