**Translators on Courses**

The translator is ONLY there to translate.

They must only ask questions if prompted by the delegate. (In other words, they do not interject their own ideas or queries.)

As the course proceeds the Instructor will ask the translator to read out the slides and explain anything as required.

The Instructor will ensure that all delegates have an understanding of any salient points on that slide before moving on.

The Instructor will re-inforce any information requirements by asking the translator to let him know if anybody is struggling with any concepts.

**Theory Test:**

The translator reads out the question and the available options.

The delegate writes down his answer.

This is the only option. There is no discussion at all. If the translator does not understand any phrase or terminology then he will ask the Instructor who will endeavour to give an alternative phrase or expression.

Any alterations must be initialled by the delegate.

All wrong answers will be discussed.

**Practical Test:**

The Instructor explains the practical. He asks the translator to convey this to the delegate(s).

They practice under guidance. The translator only repeats what the Instructor asks – HE DOES NOT EMBELLISH AT ALL. (If the Instructor asks the delegate to go up on the lower boom, then the translator does not add anything like “that is the second lever, and don’t forget to look up”, he only says the words “Go up on the lower boom”.)

**Verbal questioning:**

The translator only follows the Instructors instructions. He conveys the answer as given by the delegate.

**The practical Test:**

The delegate completes the tasks under instruction. No additional help is allowed by the translator other than basic instructions as conveyed by the Instructor.

Any faults or errors are discussed on the completion of the practical with the translator explaining and the outcome is explained fully.