

# Police and Public Sector Interpreters

**Prospectus**

**Are you over 18 and a fluent speaker of?**

Albanian, Amharic, Arabic, Bengali, Bulgarian, Cantonese, Czech, Dari, Farsi, French, Fullah, German, Greek, Gujarati, Hindi, Hungarian, Indian Panjabi, Italian, Japanese, Kurdish Bahdini, Kurdish Kurmanji, Kurdish Sorani, Latvian, Lithuanian, Mandarin, Mandinka, Ndebele, Nepalese, Pakistani Panjabi, Pashto, Polish, Portuguese, Romanian, Russian, Serbian, Shona, Sinhalese, Slovak, Somali, Spanish, Sylheti, Tamil, Thai, Tigrinya, Turkish, Urdu, Vietnamese, Wolof, Yiddish

***....and are you also fluent and literate in English?***

## Who we are and why we need you?

Humberside, North Yorkshire and West Yorkshire Police Forces are constantly looking for ways to improve our service to the public. We are working together with our partner public services to improve the support given to victims of crime and local communities. We have identified that interpreters of some languages travel long distances to work in the Yorkshire and Humber regions. In some cases this has resulted in members of the public waiting over four hours for an interpreter. We have secured funding to enable residents of Humberside, North Yorkshire and West Yorkshire to become interpreters for languages that are under represented in our regions.

In order to become an interpreter, you will need to be over 18 years of age, fluent and literate in English and one of the under represented languages. Potential interpreters will need to attend a preparation course before taking an examination in London, called the Met Test. If a pass grade is achieved in the Met Test, the potential interpreter will then be registered on the National Register of Public Service Interpreters. Once registered, they may be contacted by police forces throughout the country for interpreting work. All public service interpreters are self employed, therefore work cannot be guaranteed. Please visit [www.nrpsi.co.uk](http://www.nrpsi.co.uk) for more information about the register. Public service interpreters work for victims and suspected perpetrators of crime, the interviews are primarily carried out in cell areas and interview rooms within police stations.

## We are offering you

An intensive one week training course for potential interpreters. Modules will include diversity, confidentiality, health and safety, interpreting skills and statement writing. Students passing this course will then attend follow up study days and exam preparation. The successful students will also be offered the opportunity to register their details with local authorities to offer interpreting services for the public sector and voluntary groups.

Examination fees, accommodation and travel for the Met Test in London will be funded for successful applicants.

Students with a pass grade for the Met Test will be registered on the National Register of Public Service Interpreters. The project board will pay for the first year's subscription and provide the necessary security checks.

Once registered on the National Register of Public Service Interpreters you could be contacted by any police force in the country and offered interpreting work on a self employed basis. Interpreter's fees for police interpretation are currently set at between £33.03 and £66.08 per hour with a mileage rate of 35.7p per mile.

## Programme structure

Applicants will need to attend a one week full time training course. This will cover diversity, health and safety, interpreting skills and statement writing.

Applicants that successfully pass this course will be offered further modules to prepare for the Met Test.

## Regulations and Statutes

Humberside, North Yorkshire and West Yorkshire Police Services promote equal opportunities and will not tolerate discrimination of any kind.

Students are expected to maintain a smart and professional image for the duration of the course.

Full details of expected behaviour can be located at [www.westyorkshire.police.uk](http://www.westyorkshire.police.uk) - Policy Statements. Please refer to the Race and Diversity and the Professional Standards documents.

## Student requirement

Students must be literate and fluent in both English and one of the following languages; Albanian, Amharic, Arabic, Bengali, Bulgarian, Cantonese, Czech, Dari, Farsi, French, Fullah, German, Greek, Gujarati, Hindi, Hungarian, Indian Panjabi, Italian, Japanese, Kurdish Bahdini, Kurdish Kurmanji, Kurdish Sorani, Latvian, Lithuanian, Mandarin, Mandinka, Ndebele, Nepalese, Pakistani Panjabi, Pashto, Polish, Portuguese, Romanian, Russian, Serbian, Shona, Sinhalese, Slovak, Somali, Spanish, Sylheti, Tamil, Thai, Tigrinya, Turkish, Urdu, Vietnamese, Wolof, Yiddish.

A Criminal Records Bureau and or an enhanced security check will be carried out on application, please refer to **[www.crb.gov.uk](http://www.crb.gov.uk)** for further information. The cost of any security checks will be funded for successful applicants.

Applicants must be eligible to work and study in the UK.

Applicants must demonstrate an ability to travel.

Students must demonstrate commitment to the course and an interest in entering the Met test, which will be taken in London.

## Term and examination dates

The one week training courses will run throughout April, May, June and July 2010.

The Met Test revision sessions will be held across the three regions and can provide an element of flexibility.

The Met Test will be held between the 26<sup>th</sup> and 30<sup>th</sup> July 2010.

## Study support

The project team can be contacted by email and telephone during working hours and are there to help with any issues that you may have.

## Finance

The training courses, Met Test and study materials are all free of charge to successful applicants.

The Met Test is taken in London, due to this we will provide and book basic one night accommodation and return travel. Students will need to provide their own food and drink for the duration of their stay in London.

Students are expected to pay for and arrange their own transport and refreshments when attending the intensive two week course and examination preparation days.

## Help with your costs

Students with serious financial need may be eligible to receive help with their transport costs for the intensive training course and exam preparation days. Please contact Emily Wilson at **[interpreters@westyorkshire.pnn.police.uk](mailto:interpreters@westyorkshire.pnn.police.uk)** outlining your need.

## How to apply

Please ensure that you can comply with the student requirements listed in this prospectus and then request the application pack via email at **[interpreters@westyorkshire.pnn.police.uk](mailto:interpreters@westyorkshire.pnn.police.uk)** telephone 01924 292765 or post Emily Wilson, Project Co-ordinator, Criminal Justice Support, PO Box 9, Laburnum Road, Wakefield, WF1 3QP

## **When to apply**

Applications will be accepted from 1<sup>st</sup> November 2009 until 1<sup>st</sup> March 2010. Places are limited so please return your application as soon as possible.

## **What happens to your application?**

The project board will check that you can work in the UK and send your application for Criminal Records Bureau and/or enhanced security checks.

We will look at the quality of your application to assess if you meet the application criteria.

Successful applicants will be telephoned and invited to the interview. The interview will comprise of a written dictation test and a reading and writing exercise. If applicants pass both tests they will be invited to attend the one week training programme.

Places on the course will be prioritised for students providing the most under represented languages in their region.

Unsuccessful applicants will be notified in writing.

## **Students with disabilities**

We encourage applications from students with disabilities and will endeavour to make all reasonable adjustments to accommodate individual needs. If you want to discuss any elements of the programme please do not hesitate to contact the project team.

## **Applicants age restrictions**

All applicants must be over 18 at the time of application due to the nature of the training courses and possible opportunities of work. We encourage applications from mature students and would like to reiterate that there is no upper age limit for applicants.

## **Information and advice**

For further information about this opportunity or an application pack please contact

Emily Wilson  
Regional Project Coordinator  
Police Interpreters Project  
Criminal Justice Support  
PO Box 9  
Laburnum Road  
Wakefield  
WF1 3QP

Visit: [www.westyorkshire.police.uk/interpreters](http://www.westyorkshire.police.uk/interpreters)

Email: [interpreters@westyorkshire.pnn.police.uk](mailto:interpreters@westyorkshire.pnn.police.uk)

Telephone: **01924 292765**

The agencies working together to increase interpreters across our region are; West Yorkshire Police, Humberside Police, North Yorkshire Police, Bradford Council, Calderdale Council, Kirklees Council, Wakefield Council, Leeds City Council, North Yorkshire Council, City of York Council, North East Lincolnshire Council, City of Hull Council, East Riding Council, North Lincolnshire Council.

Please note that all information is correct at the time of going to press and that we cannot be held liable for third parties or information given on external websites.