



## Welsh Bilingual Translation Request Form

This form must be completed to request a product for Welsh bilingual translation. Please note VTCT require a minimum of 3 months to complete the translation request.

Once completed, please email this form to [translations@vtct.org.uk](mailto:translations@vtct.org.uk).

### Centre details

Contact name	
Centre name and number	

### Qualification details

Qualification title	
Qualification code	

### Resources to be translated

Specifications (qualification and/or unit)	Please detail:	<input type="checkbox"/>
Record of Assessment		<input type="checkbox"/>
Optional Units	Please detail units required:	<input type="checkbox"/>
Exam Papers	Please state scheduled assessment date:	<input type="checkbox"/>
Any other resources e.g. consultation sheets	Please detail:	<input type="checkbox"/>

### Operational start date

Date for the Welsh Bilingual Resource to be effective from	
Please note this must be a minimum of 3 months from original request	



## Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
v1	Head of Qualifications and Processing	15/03/2019	First published	Qualification Administrator

## Document Review

Role	Review Status
Qualification Administrator	Reviewed

## Document Owner

Document Owner	Document shared with
Head of Qualifications and Processing	Assessment Manager

## Document Sign-off

Role	Sign-off Date
Head of Qualifications and Processing	15/03/2019