

# DIPLOMA IN LEGAL INTERPRETING

**Make your languages work for you!**

*The Diploma in Legal Interpreting, which is accredited by SASSETA, is aimed at upgrading language practitioners' skills in interpreting and thereby improving their career prospects. Qualifying students who pass the Diploma in Legal Interpreting may have access to a postgraduate diploma in Interpreting at Wits, if they have interpreting experience or pass one postgraduate access short course, equivalent to one module of an Honours degree (either Principles and Practice of Translation or Principles and Practice of Interpreting), subject to terms and conditions set by the University Senate.*

## WHO SHOULD ATTEND?

Aspiring and professional court interpreters.

## ADMISSION REQUIREMENTS

These courses have been designed for individuals with:

- Good language skills in English (spoken and written)
- Good language proficiency (spoken) in at least one other language from the following list of languages: Any of the official South African languages, South African Sign Language, French, Portuguese, Spanish, Italian, German, Mandarin, Arabic, Shona or Swahili. Other foreign African languages on request
- A National Senior Certificate (Grade 12) or equivalent
- Basic computer literacy (Word, internet, YouTube and email)

Students must pass an aptitude test in order to gain admission.

## COURSE STRUCTURE

The interpreting short courses run for eight weeks part-time. During the eight weeks, participants must attend eight days of face-to-face workshops, which follow one of the following formats:

- Four x two-day workshops, followed by the examination
- Two x three-day workshops and one x two-day workshop, followed by the examination
- Evening classes twice a week for 12 weeks, followed by the examination (according to demand)

The short courses in English run for 10 weeks part-time on Saturday mornings. The legal English course runs according to demand. Dates are available on request.

## PROGRAMME STRUCTURE

The programme consists of ten short courses and a total of 247 credits, all of which are aligned to NQF Unit standards as set by SAQA. The programme may be taken in eighteen months to two years part-time or, in exceptional cases, one year full-time.

The ten short courses are as follows:

- Introduction to Interpreting Skills
- Liaison Interpreting in Specific Contexts
- Language Refinement for Language Practitioners
- English (Communicative Grammar)
- English (Business Writing)
- English (Presentation Skills)
- Legal English (Legal Research and Writing)
- Law Theory for Interpreters
- Introduction to Legal Interpreting
- Intercultural Communication & Mentoring in the Workplace

Some courses are presented more than once per year – these dates are available upon request. It is the responsibility of the student to register for the correct intake of each course to be taken, keeping in mind that Liaison Interpreting can only be taken after completion of Introduction to Interpreting Skills. Similarly, Legal Interpreting can only be taken after completion of Liaison Interpreting and Law Theory for Interpreters.



## INTRODUCTION TO INTERPRETING SKILLS

This course is offered at NQF level 5 and aims to equip students with no prior formal interpreting training with interpreting skills at a community-based level, as well as to enhance linguistic and cultural knowledge and improve their ability to reflect on the process of interpreting in the South African context.

## LIAISON INTERPRETING IN SPECIFIC CONTEXTS

This short course is offered at NQF level 5 to participants who have passed Introduction to Interpreting Skills. Topics covered include conversational interaction and strategies, turn taking and power relations, stress management, emotional intelligence, conflict management, powerful communication (leading and pacing) and managing interaction with clients in at least two contexts, which may include business, health-care, education and legal interpreting. This course is a must for any interpreter working in stressful situations.

## LANGUAGE REFINEMENT FOR LANGUAGE PRACTITIONERS

This short course, offered at NQF level 5, is suitable for anyone with good proficiency in a South African language, South African Sign Language or any major world language. In their chosen language, participants will develop the required skills to use language creatively and effectively in specific professional contexts (eg marketing, law and media) or other language-related project management situations. Emphasis is placed on the acquisition of listening and speaking skills in a variety of professional contexts, including terminology acquisition and cultural competence. Skills include subtitling, scriptwriting, voice-overs/transcription and the writing of copy for marketing or advertising purposes.

## ENGLISH (COMMUNICATIVE GRAMMAR)

This short course, offered at NQF level 4, equips candidates with the tools to identify and construct cohesive links within a given text; identify and create relevant sentence structures appropriate to the purpose of the text (simple, compound and complex sentences; dependent and independent clauses); identify and apply correct register in written texts; write paragraphs correctly structured for their purpose, which include a relevant topic sentence, supporting sentences and concluding sentence; identify the main parts of speech and the function associated with each of them; apply relevant verb tenses for active and stative structures; use appropriate connectors and draft and edit their own texts.

## ENGLISH (BUSINESS WRITING)

Business Writing looks at composing and structuring several business-related texts, such as emails, formal letters, memos, minutes and proposals. Each section examines what kind of language to use, how to distinguish between formal and informal language and how to create cohesion or flow in your writing. The course also looks at self-editing as a vital part of the writing process and teaches how editing can result in clearer, impersonal and more precise texts.

## ENGLISH (PRESENTATION SKILLS)

The purpose of this course is to expose you to the content and format of presentations in English. This course is aimed at professionals who need to give presentations in English. By the end of this course you will be able to prepare and give a presentation in English using visuals.

## LEGAL RESEARCH AND WRITING

This course immerses students in legal discourse. We have tailored the course specifically for legal interpreting majors to address the skills needed to perform competently and confidently in legal settings. Students will have the opportunity to hone listening, speaking, reading and writing skills by being exposed to various types of legal discourse. It promises to be a lively course that will help you develop your legal vocabulary.

## LAW THEORY FOR INTERPRETERS

This course aims to equip aspiring court interpreters with the required law theory, so that they are able to work professionally in legal contexts with a full understanding of the legal implications of their actions. The course examines the court process as a whole: evidence, jurisdiction, criminal and civil court procedure, elements of a crime and many other important aspects of the legal system. This knowledge, along with the associated terminology, is crucial for the court interpreter. This course constitutes the first part of Introduction to Legal Interpreting, and must be passed first, before registering for Introduction to Legal Interpreting.

## INTRODUCTION TO LEGAL INTERPRETING

This course is for participants who have passed Law Theory for Interpreters. The purpose of this course is to equip practitioners who have some experience in interpreting with legal interpreting skills, as well as to enhance their knowledge of law theory as it relates to the South African legal context. Legal interpreting is a complex process that requires specialised training in interpreting techniques, litigation tactics, legal language and the legal system.

## INTERCULTURAL COMMUNICATION AND MENTORING IN THE WORKPLACE

The purpose of this short course is to assist students in understanding human communication in multi-cultural settings – with a particular focus on the mass media and/or the workplace. Participants learn to come to terms with diversity in South Africa and how to reduce intercultural misunderstandings. Students discuss communication in the context of the world of business and management, including organisational functions and meeting styles, management activities (planning, organising, leading, controlling, interacting), powerful communication, pacing and leading, motivation, as well as conflict management and mentoring in the workplace.

## WHAT ARE THE REQUIRED STUDENT NUMBERS PER COURSE?

There should be a minimum of 10 students for each course. WLS reserves the right to postpone or cancel a course should there be insufficient participants. Please check our website - [www.witslanguageschool.com](http://www.witslanguageschool.com) - for any changes in course dates.

## CERTIFICATION

- Students receive certificates of competence for the individual short courses, if completed successfully.
- After completing all ten short courses successfully, a Diploma in Legal Interpreting will be awarded from the SASSETA.

## COURSE FEES

INTRODUCTION TO INTERPRETING SKILLS - R7900  
LIAISON INTERPRETING IN SPECIFIC CONTEXTS - R7900  
LANGUAGE REFINEMENT FOR LANGUAGE PRACTITIONERS - R7900  
ENGLISH (COMMUNICATIVE GRAMMAR) - R6200  
ENGLISH (BUSINESS WRITING) - R5200  
ENGLISH (PRESENTATION SKILLS) - R5200  
LEGAL RESEARCH AND WRITING - R6000  
LAW THEORY FOR INTERPRETERS - R7500  
INTRODUCTION TO LEGAL INTERPRETING - R7900  
INTERCULTURAL COMMUNICATION AND MENTORING IN THE WORKPLACE - R7900

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