

## LIST OF PREVIOUS DPSI TOPICS

*Please note that this is just a selection of previous topics. For information, please refer to the topic lists in our DPSI Handbook for Candidates'.*

*\* Indicates a difference between English and Scottish legal terminology in the Health and Local Government papers; apply whichever is relevant to the chosen option.*

### ***ENGLISH LAW OPTION***

#### **ROLE PLAYS**

- A solicitor is meeting with a client who has appeared at a North London magistrates court and been remanded in custody in prison.
- The scene is set in an interview room at the Port of Dover where a lorry from the continent has been found to contain 12 people. One of them is being interviewed by an Immigration Officer.
- The scene is set in an interview room in the charge office of a police station. A non-English speaking person has been arrested for displaying anti-social behaviour. A duty solicitor has attended to ensure that the defendant is represented and is now discussing the issue with the defendant.
- The scene is set in a solicitor's office where a defendant, charged with the offence of Burglary and Theft, is discussing his case with his solicitor before appearing at the Magistrates Court.
- The scene is set in an interview room at a police station. A police officer is making enquiries about a fatal road traffic collision that has taken place this morning.
- A meeting between a solicitor and a client who is requesting advice on adoption procedures.
- A conversation between a Citizens Advice Bureau adviser and a non-English-speaking person who urgently needs advice on how to apply for asylum.
- Asylum case: following an application refusal from the Home Office, an asylum seeker is receiving advice from his solicitor.
- A duty solicitor in a Magistrate's Court is meeting with a non-English-speaking client who has been arrested and charged by police following a visit to a football match.
- An adviser from The Prison Reform Trust is meeting with a non-English-speaking client in prison, who wishes to complain about conditions.
- A solicitor is meeting with a non-English-speaking client who has been charged with refusing a breath test following an incident at a police station.
- A solicitor at a local Advice Centre is meeting with a client who claims that they have been robbed of their bank savings by a person who has stolen their identity.
- A worker at a local Housing Law Office is advising a housing association tenant who is having problems relating to the purchase of their home.

- A meeting between a CAB information officer and a person asking for advice on tenants' rights.
- Domestic violence: a police officer interviews a person who has been subjected to domestic violence
- Probation: a person is arrested for shoplifting and is meeting a probation officer.
- Dismissal because of ill health: client meets with solicitor to discuss Disability Discrimination Act.
- Bankruptcy: official receiver is meeting with shop owner who has just been declared bankrupt.
- Customs & Excise: a person is interviewed after his arrest for possession of heroin (legal rights, Codes of Practice).
- A conversation between a police officer and the victim of an assault which took place the previous night.
- A conversation between a solicitor and a client who is asking for advice about obtaining a divorce.
- An investigating police officer is interviewing a non-English-speaking owner of a textile factory which burned down last night.
- A solicitor is meeting with a client who has been charged with possession of heroin and released on bail pending the next court appearance.
- An Other Language-speaking person is seeking advice from a local Citizen's Advice Bureau about what to do about obtaining redress following an injury received.

### **SIGHT TRANSLATIONS**

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- The legal officer at a Citizens Advice Bureau has received a letter from a non-English-speaking local resident who has had problems with anti-social neighbours.
- A defendant who has been sentenced to a 6-month Curfew Order is given a brief information sheet at the Court and requests a sight translation from his court interpreter.
- A Community Law Centre has received a letter from an Other Language-speaking woman who has had a visit from a bailiff.
- An Other Language-speaking man has received a demand for payment from Customs and Excise, which he has refused to settle. He's written a statement for his solicitor who needs an interpretation of the text.
- A text on working time regulations.
- A letter about an arbitration hearing: a person is taken to court for non-payment of services.
- A woman comes to the Citizens Advice Bureau for advice on her pension. She has written all the information down. The advice worker asks you for a sight translation.
- A college student abroad, doing a project on systems of justice in other countries, has requested details from the Information Officer at the Magistrates' Association about the setup inside an English Magistrates' Court. He requests a sight translation of the information sent in reply.
- A sight translation of a letter, received at a law centre, written in another language from a non-English-speaker living in London who has purchased a car which the previous driver had not paid for.
- A sight translation of a leaflet given to a woman at an advice centre, which she understands may help an elderly relative.

- The local County Court has received a letter from a non-English-speaking restaurateur relating to a recent communication from the Borough Council.
- An overseas college student doing a project on systems of justice in other countries has requested details from the Information Officer at the Magistrates' Association about the setup inside an English Magistrates' Court. He requests a sight translation of the information sent in reply.
- A text on the workings of a small claims court.
- A community worker at an advice centre in London has received a request for help from an Other Language-speaking person who has been dismissed by their employer.
- A sight translation of a reply from the Driver and Vehicle Licensing Agency (DVLA) to an enquiry asking about the current car tax regulations.
- An Other Language-speaking woman writes to the Clerk at the Crown Court office about her daughter's case and forthcoming bail hearing.
- An Other Language speaker whose son received a two-year prison sentence and is shortly due to be released on Licence, has written to the Probation Service asking what this entails. He requests a sight translation of the information forwarded to him.
- A solicitor who has filed a complaint against the local police in a city in another country on behalf of a client has received a statement from the police.
- A non-English speaking person has written to his local Customs and Excise office seeking advice as to whether he should register his business for VAT purposes. He has now received a letter in response.
- The local Trading Standards Department of the County Council has received a letter of complaint from a non-English speaking person who has just returned from a holiday abroad.
- A businessman who does not understand English very well has received a leaflet on the Human Rights Act. He asks you for a sight translation.
- A solicitor attached to a local authority advice centre receives a letter written in another language. It is written by a woman who needs advice about aspects of her pending divorce case.
- An offender, recently convicted, has received a leaflet on Community Service Orders. Since he does not understand its contents you are asked to provide a sight translation.

### **WRITTEN TRANSLATIONS**

- A small businessman whose English is poor has picked up a leaflet in the foyer of his local County Court. He requests a translation so that he will know what legal resources are available to him if he wishes to sue clients or customers.
- Rights of appeal: matrimonial case, claim against Child Support Agency decision.
- Legal Aid: a person writes a letter after his application for legal aid was refused.
- A Citizens Advice Bureau has received a letter from a woman regarding a problem with her TV licence.
- A family advice centre has received a letter from a non-English-speaking man who is in dispute about his status as a parent. He asks for reassurance that he has got the facts right about Parental Responsibility.

- A small businessman whose English is poor has picked up a leaflet in the foyer of his local County Court. He requests a translation so that he will know what legal resources are available to him if he wishes to sue clients or customers.
- A family advice centre has received a letter from a non-English-speaking man who is in dispute about his status as a parent. He asks for reassurance that he has got the facts right about Parental Responsibility.
- A man accused of a motoring offence, who has a poor understanding of English, has received from the court three documents: 1. Statement of the Facts of the Case, which explains the case against him, 2. a reply form and 3. a document explaining Plea of Guilty in Absence. He would like a translation of the latter document.
- A Citizens Advice Bureau has been forwarded a letter on a consumer problem involving timeshares from a non-English-speaking person returning from a trip abroad.
- A letter about an accident at work, seeking compensation for loss of earnings
- A client at the practice where you work has been called as a witness at an inquest. He has been sent a copy of the Home Office Guide about this.
- A solicitor who specialises in employment law has received a letter from a 51 year-old woman who has encountered age discrimination at work. She wants advice on any action she could take.
- A text on directors' and secretaries' powers and responsibilities.
- An Other Language-speaker needs advice on his entitlement to work in the UK. He has put down the background to the case in his mother tongue. He has contacted an employment adviser who now needs a translation of his details so that he can advise Mr X.
- A text on marriage vows.
- The Probate Registry is responding to a written enquiry from a non-English-speaking woman about obtaining a Grant of Representation without a solicitor.
- A Magistrates' Court has been forwarded a letter from a man enquiring about driving in the UK with a foreign licence.
- A non-English-speaker and his family live next door to an all-night café which gives them a number of concerns. He asks you for a written translation of a leaflet about Closure Orders (Anti-Social Behaviour Act 2003).
- A man who has been living in the UK for the past two years, but has moved abroad now, has written to his solicitor's office in North London to ask for advice, after he had appeared in court on a driving charge, but later left the country.
- A representative at the local office of a trade union is responding to a written enquiry from an Other Language-speaking member about his forthcoming jury service and his employment.
- A letter has been received by the local Crown Prosecution Service office, from a non-English speaking defendant in a case arising out of a road traffic accident.
- A Magistrate's Clerk has responded to a question about sentencing guidelines, which was raised in correspondence from a non-English speaking person.
- A foreign police force has received information about international criminal activity. Their officers have written to the UK National Criminal Intelligence Service to propose co-operation.
- A man asks his local Citizens Advice Bureau to explore the possibility of obtaining payment for the upkeep of his partner's children.

## ***HEALTH OPTION***

### **ROLE PLAYS**

- A discussion between a GP and the parent of a small boy, whose family are in Britain on holiday. The little boy is in distress and his parent has brought him to the evening surgery.
- A discussion between a midwife in the antenatal clinic and *either* a pregnant patient who has come for her initial visit *or* a father-to-be, who has come for advice because his wife is pregnant, very tired and worried about breast feeding.
- A discussion between a consultant and a person whose brother just died in hospital.
- A discussion between a District Nurse and a patient who is incontinent and has recently been discharged from hospital.
- A discussion between a consultant and a patient who has been diagnosed as having cancer.
- A discussion between a senior nurse and a parent whose son has just died in hospital following a car accident.
- Osteoporosis: a consultant clinician is talking to a new patient who may suffer from osteoporosis.
- Dermatology: a patient discusses Jessner's and lupus diseases with a doctor.
- Eczema: parents discuss treatment with a specialist after their child was admitted to hospital.
- The conversation is between a dentist and a person who has come for a consultation, because they are worried about a sudden change in the 'position' of their teeth.
- A GP is being consulted by a patient suffering from chest pains.
- The scene is set in an NHS drop-in drug treatment agency at the local hospital. A client has called in without an appointment because he or she has heard you can get methadone here.
- The conversation is between an optician and a patient at a routine eye examination. The patient is worried about reduced visual acuity.
- The conversation is between an anaesthetist and a patient in the reception area of the surgical unit. The patient is being prepared for an operation and the anaesthetist is making final checks and preparing the anaesthetic.
- The conversation is between a doctor and a patient at a secure mental health unit who has become paranoid following prolonged substance abuse. The doctor has come to see the patient in order to explain that if he /she will not accept treatment on a voluntary basis, they will have to detain him /her under Section 3 of The Mental Health Act/Section 36 of the Mental Health (Scotland) Act\*.
- A GP is giving parents information and counselling about Beta Thalassaemia.
- Schizophrenia: parents are discussing treatment and care needs with their child's psychiatrist.
- Transient ischaemic attack: a patient discusses further treatment with a consultant after a TIA.

## SIGHT TRANSLATIONS

- You are asked to sight translate a report from a hospital in your client's home country for your client's Ophthalmic Optician.
- You have accompanied a client from your language community to the chemists, to buy medication. The pharmacist is concerned that the customer must fully understand how to use the product, and asks you to read the information leaflet to them in the shop, in case there are questions.
- A mother who took her little boy to have his eyes tested quite recently has written a letter asking for a further appointment with the optician. The optician does not understand the letter and asks you to read it to him/her.
- A patient from your language community fell and hurt himself. He was given a leaflet at the hospital, which explained how to protect his back. Since he cannot understand the English text he needs a sight translation to know what it says.
- Agoraphobia: Mrs P has written to her GP to ask for clarification about some symptoms which she has had for a long time. The GP needs a sight translation in order to deal with it.
- A text about smear tests.
- A text about a ureterostomy.
- A text about weaning.
- A complaint about treatment received by a cancer patient from hospital staff.
- A text on incontinence.
- A text about immunisation.
- A parent has brought their child to visit their GP as a follow-up to hospital treatment received following a fall while on a family walking holiday abroad. You are asked to read the hospital doctor's letter to the GP.
- A sight translation of information given to a client, who is a patient at the incontinence clinic.
- A sight translation of information given to a client whose child was prescribed some medicine while on holiday.
- A patient recently admitted for surgery has been given a leaflet explaining the pain relief that will be given to them afterwards.
- A sight translation of information about stomach ulcers for a patient.
- A sight translation of a general notice in the Coronary Care Unit.
- A patient has received written instructions about using inhalers to control his asthma. You are asked to provide a sight translation of the text.

## WRITTEN TRANSLATIONS

- A member of your community has returned early from a holiday abroad, because she was taken ill and advised not to continue the trip. The GP who treated her has written to her GP in the UK.
- You have been asked by your client's GP to translate a report that they have received from another language-speaking osteopath who treated the client in her home country following a road traffic accident in which she was injured.
- A local dentist proposes to extract the wisdom teeth from a member of your speech community. You are asked to translate a leaflet on the subject for the client, prior to further discussion at his/her next dental appointment.
- You have been asked by the management of a nursing home for the elderly to translate a letter that they have received from the Other Language-speaking daughter of one of their residents.

- The mother of a young baby has refused to have the infant immunised because she has heard that this can cause damage to the child. The doctor has asked you to translate a leaflet on immunisation to reassure the mother and her family.
- A complaint from a patient about the postponement of an operation.
- A letter to a patient about an outpatient appointment for X-ray
- A text about snoring.
- Taking medicine regularly: letter from son concerned about mother's state of health.
- A text about vitiligo.
- A complaint to a hospital: mishandling of a patient by nurses.
- A text about haemorrhoids.
- Malaria: a letter explaining treatment that a patient received from former doctor.
- A text about cholesterol and other blood fats.
- Following a sporting accident, a patient has had emergency dental treatment at a hospital abroad, but has returned to their local dental hospital with a letter to be translated.
- A letter from a GP to a member of your language community who has to undergo a CT scan.
- A translation of a letter from a UK hospital doctor to a woman's UK GP, for the information of her brother in the home country, who is also a doctor and is concerned about her.
- A local charity has received a letter concerning the illness of a family member.
- A text giving information about meningitis.
- A translation of a letter from the hospital, informing the parents of a young teenager about chemotherapy treatment and the procedures to be carried out during a forthcoming in-patient stay.
- A translation of a letter about foot ailments.

## ***LOCAL GOVERNMENT OPTION***

### **ROLE PLAYS**

- A discussion between a local councillor and an Other Language-speaking resident concerning the poor condition of unadopted streets in the resident's area.
- You are to act as an interpreter between a social worker from a council's Disabled Children's Team and a parent who has come to the team's office without an appointment.
- You are to act as an interpreter between the local authority's Council Tax Manager and a community representative who has come to the team's office.
- You are to act as an interpreter between a benefits adviser and a community liaison worker who are discussing ways to improve benefit take-up by the community.
- Special Education Needs: concerns about young girl's deteriorating hearing.
- Monitoring of council funded community project.
- A discussion between a member of the Council's Environmental Protection Team and a resident about drainage/sewer problems.
- A discussion between a council officer and a local community representative about the re-naming of a neighbourhood street.

- A discussion between a council officer from the Street Care Department and a local residents' representative concerning the increase in the number of abandoned vehicles.
- A discussion between a council officer and a local community representative concerning the Council's increase in anti-fraud activities regarding benefit claims.
- A discussion between a Council Housing Officer and an Other Language-speaking representative of a local tenants' association concerning the forthcoming Council Housing Stock Transfer.
- You are to act as an interpreter between a planning officer and a community representative who wants information on planning permission procedures.
- A discussion on the census
- A discussion on setting up a training course on food hygiene
- Quality and inspection unit: a discussion on setting up a day nursery.
- A meeting between an authority planning officer and the chairman of a community to discuss a new bus route.
- Mediation: neighbours are harassing a resident and a mediator is called to solve the problem.
- Bullying: a child is suspended from school because of persistent bullying.

### SIGHT TRANSLATIONS

- A sight translation of an information leaflet about the 'Taking a Stand Awards'.
- ***An unemployed Other Language-speaker has been given some information about the New Deal 50 Plus programme and has written to the Citizens' Advice Bureau to ensure that he has correctly understood what it entails.***
- A sight translation of an information leaflet about Winter Fuel Payments sent to an Other Language-speaking elderly neighbour.
- The Youth and Leisure Service of the council has received a letter from a local mother. You have been asked to provide a sight translation so that she can receive a response.
- Members of your community would like to know about the system for registering complaints to the council. You have received a leaflet to translate for them.
- Councillor D (an Other Language-speaker) is currently abroad. While he is away, his correspondence is being dealt with by his fellow ward councillor, J. Moore. Cllr Moore has asked you to provide a sight translation of a letter addressed to Cllr D that was recently passed to her.
- Members of your community have received a leaflet summarising the current rules for electoral registration. They would like to know the contents, so they have asked you for a sight translation.
- A text on adult mental health services.
- A text on family literacy.
- Head lice: a letter of complaint from a parent about hygiene at school.
- Road Traffic Regulation Act: a note about a pedestrian crossing.
- Business rates: a text about domestic and business use of property.
- Environmental & consumer services: a text on refuse collection, waste disposal, and street cleaning.
- Noise disturbance: a letter detailing complaints from residents about a new licensed pub.

- A neighbour's property has been burgled three times. He has written a note to the Local Authority to ask for help and has asked you to take the note to them and give them a sight translation.
- A sight translation of a leaflet on Community Library Services to a community representative who is concerned by the number of elderly residents who like to read but who have failing eyesight, and who are house-bound.
- An appeal against a Penalty Charge Notice has been received. The council officer needs an oral translation in order to decide to which office the appeal should be directed.

## **WRITTEN TRANSLATIONS**

- An officer of the Council's Housing Benefit service has received a letter from a man who is having difficulty with his benefit application. The officer needs a translation before he can give the required information and advice.
- You have been asked to translate the introduction to a summary of the forthcoming edition of the Council's Development Plan.
- An officer of the Council's Housing Advice Service has received a letter from a woman who is living in rented accommodation and who is having difficulty dealing with a heating repair firm. The officer needs a translation of the text before he can give her advice.
- A member of your community has received a form and some information about her child's transfer from primary to secondary school which she cannot read. She has asked you for a translation so that she can understand how to apply for secondary schools.
- A text of a speech about elderly ethnic minorities living in the UK.
- Information on the best value citizen panel.
- A letter about a training day for social, community and youth workers.
- A text about updating the Housing Investment Strategy.
- A leaflet about the election for parent governor.
- A leaflet about becoming a child minder.
- A text about Widow's Benefit.
- A person whose first language is not English has written to the local Electoral Registration Officer with some queries.
- A leaflet for council tenants about keeping the environment clean.
- Controlled parking: a text about permits & short term parking, enforcement & penalties.
- A translation of a letter in another language asking for information on becoming a Registered Childminder.
- Members of your local community have recently expressed concern about how to pay for the cost of residential accommodation. You have to provide a translation of a document from the local council explaining how deferred payments work.
- The local tax office has received a letter of enquiry concerning pensions.
- A member of your local community has received a leaflet from your Local Authority concerning its environmental objectives. He has asked if you could supply a written translation to circulate to other members of the community.
- A letter about a child's application for entry has been received by the Head Teacher of a local nursery school who has asked for a written translation.
- A letter detailing how to register a death for a local resident whose mother has just died.

# ***SCOTTISH LAW OPTION***

## **ROLE PLAYS**

- A solicitor is meeting with a client who has been charged with possession of heroin and released on bail pending the next court appearance.
- The scene is set in an interview room at the Port of Rosyth where a lorry from the continent has been found to contain 12 people. One of them is being interviewed by an Immigration Officer.
- The scene is set in an interview room in the charge office of a police station. A non-English speaking person has been arrested for displaying anti-social behaviour. A duty solicitor has attended to ensure that the defendant is represented and is now discussing the issue with the defendant.
- The scene is set in a solicitor's office where a defendant, charged with the offence of Theft by Housebreaking, Contrary to the Common Law, is discussing his case with his solicitor before appearing at the Sheriff Court.
- The scene is set in an interview room at Govan Police Station. A Police Officer is making enquiries about a fatal road traffic collision that has taken place this morning.
- A conversation between a police officer and the victim of an assault which took place the previous night.
- A conversation between a solicitor and a client who is asking for advice about obtaining a divorce.
- An investigating police officer is interviewing a non-English-speaking owner of a textile factory which burned down last night.
- A conversation between a Citizens Advice Bureau adviser and a non-English-speaking person who urgently needs advice on how to apply for asylum.
- A duty solicitor in a District Court is meeting with a non-English-speaking client who has been arrested and charged by police following a visit to a football match.
- An adviser from The Prison Reform Trust is meeting with a non-English-speaking client in prison, who wishes to complain about conditions.
- A worker at a local Housing Law Office is advising a housing association tenant who is having problems relating to the purchase of their property.

## **SIGHT TRANSLATIONS**

- A sight translation of a reply from the Driver and Vehicle Licensing Agency (DVLA) to an enquiry asking about the current car tax regulations.
- A non-English-speaker who has had problems with local vandals has written to the Citizens Advice Bureau. You are asked to provide a sight translation of his letter.
- A non-English-speaker who is experiencing family problems wants a sight translation of a leaflet from the local Social Services Department.
- A solicitor who has filed a complaint against the local police in a city in another country on behalf of a client has received a statement from the police.
- A non-English speaking person has written to his local Customs and Excise office seeking advice as to whether he should register his business for VAT purposes. He has now received a letter in response.
- The local Trading Standards Department of the County Council has received a letter. It is from a non-English speaking person who has just returned from holiday.

- A businessman who does not understand English very well has received a leaflet on the Human Rights Act. He asks you for a sight translation.
- A law centre has received a letter written in another language from a non-English-speaker living in Edinburgh who has purchased a car which the previous driver had not paid for.
- A woman has been given a leaflet at an advice centre, which she understands may help an elderly relative.
- The local Sheriff Court has received a letter from a non-English-speaking restaurateur relating to a recent communication from the local Council.
- An overseas college student doing a project on systems of justice in other countries has requested details from the Information Officer at the District Courts Association about the setup inside a Scottish District Court. He requests a sight translation of the information sent in reply.
- A community worker at an advice centre in Aberdeen has received a request for help from an Other Language-speaking person who has been dismissed by their employer.

### **WRITTEN TRANSLATIONS**

- The Probate Registry in Edinburgh is responding to a written enquiry from a non-English-speaking woman about obtaining a Grant of Representation without a solicitor.
- A letter has been received by the local Procurator Fiscal's office, from a non-English speaking defendant in a case arising out of a road traffic accident.
- A Sheriff's Clerk has responded to a question about sentencing guidelines, which was raised in correspondence from a non-English speaking person.
- A foreign police force has received information about international criminal activity. Their officers have written to the UK National Criminal Intelligence Service to propose co-operation.
- A man living in Glasgow asks his local Citizens Advice Bureau to explore the possibility of obtaining payment for the upkeep of his partner's children.
- A family advice centre has received a letter from a non-English-speaking man who is in dispute about his status as a parent. He asks for reassurance that he has got the facts right about Parental Responsibility.
- A small businessman whose English is poor has picked up a leaflet in the foyer of his local Sheriff Court. He requests a translation so that he will know what legal resources are available to him if he wishes to sue clients or customers.
- A Citizens Advice Bureau has received a letter from a woman regarding a problem with her TV licence.
- A District Court has been forwarded a letter from a man enquiring about driving in the UK with a foreign licence.
- A non-English-speaker and his family live next door to an all-night café which gives them a number of concerns. He asks you for a written translation of a leaflet which he thinks could be relevant. Closure Orders (Antisocial Behaviour etc. (Scotland) Act 2004).
- A man accused of a motoring offence, who has a poor understanding of English, has received from the court three documents: 1. Statement of the Facts of the Case, which explains the case against him, 2. a reply form and 3. a document explaining Plea of Guilty in Absence. He would like a translation of the latter document.
- A Citizens Advice Bureau in Glasgow has been forwarded a letter on a consumer problem involving timeshares from a non-English-speaking person returning from a trip abroad.