

Guidance Notes for Application for Admission as a Chartered Linguist

These Notes are intended to provide guidance on completion of the application form, the Supporting Statement and the Additional Information, and information on the CPD record and the references required. Applicants should also refer to the Rules and Procedures for Application (available on the website of the Chartered Institute of Linguists: www.iol.org.uk).

1. General

- 1a Nationality. Information about dual (or former) nationality is optional. Information about nationality will be shown in your Register entry only if you request this when you complete the Register Entry Form.
- 1b Discipline Specialism(s). Please enter your principal specialist discipline(s) on the application form. Professional specialisms for the various sections of the Register will include commonly accepted specialist areas such as conference interpreting, legal translation, business language training, language-related research, text-book and materials production, examining and assessing and so on. More detailed information may, as appropriate, be included in your Supporting Statement (see below).
- 1c Languages used professionally. Please state, with variety/ies or dialect/s as applicable, the languages which you have registered with the IOL, Chartered IOL, ITI or AIIIC. These will normally be the languages that will be included in the Register of Chartered Linguists. Further information may be given in your Supporting Statement, and (at the next stage of the application process) shown on your draft Register entry.
- 1d Freelance or self-employed work. Evidence must be provided of relevant professional work over the Qualifying Period; normally this will be either full-time employment or full-time freelance (or the equivalent of full-time when the applicant works in more than one capacity) in work in which the use of professionally related language skills has been the primary activity. If you have worked over the five years preceding this application as freelance or self-employed (or partially freelance or self-employed), this should be indicated on the application form, and further information should be given, if necessary, as Additional Information (see below). Please note that further information need not be given where the record of translation or interpreting work provides the information sought.
- 1e Working hours per week. If your current work practice involves less than 35 hours per week in relevant work, on average, please indicate and, if necessary, give details as Additional Information (see below).

2 Supporting Statement

The Supporting Statement is intended to show how you meet the requirements for Chartered Linguist in the section for which you are applying. The Statement should be no more than 1,200 words in length. It should be on a separate sheet or sheets, marked with your name and date of birth. You may wish to include in your Supporting Statement information such as why you would like to be considered for Chartered Linguist status, your views on the value of Chartered Linguist status both to language practitioners and the public, your approach to Continuing Professional Development, and your contribution to the professional bodies of which you are a member and the profession as a whole.

3. Additional Information

The Additional Information required should be attached as an appendix to the Supporting Statement, on a separate sheet or sheets, marked with your name and date of birth. (N.B. The Additional Information will not be counted in the 1,200 word limit for the Supporting Statement.)

The Additional Information should contain details indicated under paragraphs 1d and 1e above, and also the following, as appropriate.

- 3a Breaks in membership or registration. The dates of any breaks in membership of the IOL/Chartered IOL, the ITI or AIIIC, or breaks in NRPSI registration, should be shown on the application form. Details, including reasons for the break(s), and should be given as Additional Information.

- 3b Unsuccessful applications. The application form asks for information about any unsuccessful application(s) for membership of the IOL/Chartered IOL, the ITI or AIIIC, or for registration on the NRPSI. Please give details, including dates and relevant comments, as Additional Information.
- 3c Complaints of professional misconduct. Please give information about any complaint of professional misconduct that has been upheld against you. This relates not only to the IOL/Chartered IOL, the ITI, AIIIC and the National Register of Public Service Interpreters (NRPSI), but also to any other professional body of which you are, or have been, a member or registrant.
- 3d Masters degrees in translation or interpreting. For postgraduate degrees (Masters or doctoral) in translation or interpreting, please give full details, including:
- University
 - Title of degree (e.g. MA in Translation)
 - Class of degree and distinction awarded, etc
 - Year of award
 - Modules and/or courses followed (if applicable)
- An MA in Translation used in support of an application must have contained an assessed practical translation module, completed in the language(s) in which the applicant wishes to register. A transcript or other official record giving a breakdown of the marks for individual modules or elements must be provided.
- 3e Specialised language qualifications. The application form asks for information on specialised qualifications provided by the Institute of Linguists Educational Trust (the Diploma in Translation and the Diploma in Public Service Interpreting) and relevant qualifications provided by other bodies. Please give all relevant details.
- 3f Other relevant qualifications. Please give all relevant details.
- 3g Unspent Criminal Convictions. Please provide information on any unspent criminal conviction(s), as defined under the Rehabilitation of Offenders Act 1974.

4. References

Three references are required. Two should be from clients or other persons who are in a position to assess a substantial portion of your work over a significant period of time. Applicants are advised to bear in mind that these referees should be able to attest to the value of their linguistic work (in some cases it may be more appropriate for a client of an employer to provide the reference rather than, or in addition to, the employer). The third referee should, so far as is possible, be someone with whom you have been associated in a professional context or who is otherwise able to speak about your professional standing and reputation and your commitment to professionalism.

References must be on the forms provided, and must be sent by each referee direct to the body through which you are applying (Chartered IOL or ITI, as applicable – see above). Please make every effort to ensure that your referees send their references promptly, and that the references are clearly marked with your name.

5. Continuing Professional Development (CPD)

You are asked to provide a record of continuing professional development undertaken over the last three years. This should occupy no more than two sides of A4 – the Chartered Institute of Linguists' CPD record forms may be used as a guide, but other forms of presentation are acceptable. CPD may, where appropriate, include study towards degrees, diplomas etc. Applicants are expected to be able to show how they keep their language skills current alongside their other professional skills.

As an interim measure, for applications up to 31 August 2009, a record of CPD from 1 September 2006 may be sufficient, even if the total number of years recorded is less than three; the record submitted should, however, be comprehensive, and candidates are encouraged to submit records for three years whenever possible. When a record of CPD shorter than three years is submitted, processing the application may take longer, because of the need for special consideration.