

CRITERIA FOR RECRUITMENT OF FREELANCERS FOR IoL LANGUAGE SERVICES LTD

ASSESSOR (Setter, Oral Marker Written Marker)	INTERLOCUTOR	TRANSLATOR/PROOFREADER	PRODUCTION (Voice-Over Artist)
✓ is able to work in this country	✓ is able to work in this country	✓ “native speaker” of the target language	✓ “native speaker”
✓ “native speaker”	✓ “native speaker”	✓ fluent in written and spoken English	✓ educated to a degree level
✓ educated to degree level (or equivalent), preferably in mother tongue	✓ educated to a degree level	✓ educated to degree level, preferably in mother tongue	✓ fluent in written and spoken English
✓ fluent in written and spoken English	✓ fluent in written and spoken English	✓ translation degree or post-graduate qualification + minimum of 1 year translation experience	✓ presentation skills
✓ academic or other relevant background	✓ must be able to read in the mother tongue	✓ modern languages degree or post-graduate qualification + minimum 5 years translation experience	✓ over 1 year recording/relevant experience and qualifications
✓ teaching experience essential	✓ mobile (oral assessments)	✓ PC literate- familiar with all relevant software	✓ mobile (prepared to travel across UK)
✓ mobile (oral assessments)	✓ clarity of diction	✓ internet access	✓ clarity of diction
✓ examining experience (although training will be given)	✓ Voice over experience and/or interlocuting experience	✓ able to meet deadlines	✓ able to meet deadlines
✓ able to work/communicate at all levels	✓ presentation skills		✓ PC literate- familiar with all relevant software
✓ able to meet deadlines	✓ able to work/communicate at all levels		
✓ experience working as an interpreter (for higher level oral assessors)	✓ has no political, cultural or ethical bias		
	✓ punctual		

Turn over...

CRITERIA FOR RECRUITMENT OF FREELANCERS cont.

RECRUITMENT	INTERPRETER	TRAINER
✓ is able to work in this country	✓ "native speaker"	✓ is able to work in this country
✓ "native speaker"	✓ fluent in written and spoken English	✓ "an empathy with other languages"
✓ educated to degree level (or equivalent), preferably in mother tongue	✓ business and/or conference interpreting experience as appropriate	✓ educated to the equivalent level of City & Guilds 7407 Teaching in Adult & Further Education, PGCE for Teaching in Adult & Further Education or "Training of Trainers" Course
✓ fluent in written and spoken English	✓ mobile (prepared to travel across UK)	✓ fluent in written and spoken English
✓ academic or other relevant background	✓ proven qualification in interpreting (i.e. MA in Interpreting or MA in Conference Interpreting) + minimum of 1 year interpreting experience	✓ presentation skills i.e. Course on Public Speaking or presentation course
✓ recruitment experience essential	✓ modern languages degree or post-graduate qualification + minimum 5 years interpreting experience	✓ training experience i.e. DPSI tutor, University lecturer for interpreting or other training courses, Trainer at NVQ Level 6.
✓ mobile (prepared to travel)	✓ clarity of diction	✓ mobile (prepared to travel across UK)
✓ able to meet deadlines	✓ presentable	✓ must have relevant skills and up-to-date subject knowledge appropriate to the course
✓ knowledge and expertise in a field		✓ clarity of diction
✓ presentable		✓ presentable