

# **Application for Chartered Linguist status – Rules and Procedures**

## **1. Background**

Under the terms of its Charter, the Chartered Institute of Linguists has the right to grant individual chartered status to individuals, and believes that to do so is in the interests of the public and all those who make use of language services. A Chartered Linguist is a practising linguist who:

- exhibits the highest levels of competence, skill and professionalism,
- is willing to demonstrate commitment to maintain and develop these skills,
- agrees to periodic review by professional peers.

There are four sections to the Register of Chartered Linguists:

- a) Translation
- b) Interpreting
- c) Education
- d) Business, Professions and Government

Criteria for each of these sections are detailed below. Other sections may be added as the need arises. Chartered Linguists are entitled to use the designatory letters CL after their names. Those registered in the translators' section may use the designation CL (Translator) and those in the interpreters' section CL (Interpreter). Those registered in both may use either CL (Translator & Interpreter) or CL (Interpreter & Translator) as they choose. Those registered in the business, professions and government section or the education section should use CL without further expansion. A Chartered Linguist may be registered in more than one section of the Register.

The Register will record, in the relevant section of the Register,<sup>1</sup> the languages and language combinations and particular specialisms to which the chartered designation applies for each individual.

## **2. Criteria applying to all sections of the Register**

### Qualifying Period

The "Qualifying Period" is the five-year period prior to the date of application, during which the applicant shall have practised as a linguist in the applicable category (translation; interpreting; education; business, professions and government), in such a way as to meet the practice requirements set out for each category in section 3.

An applicant for Chartered Linguist status must:

---

<sup>1</sup> 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.

- be a fit and proper person to be granted Chartered Linguist status;
- satisfy the practice requirements of the Qualifying Period, as above;
- have obtained an honours degree or equivalent in any discipline, or an appropriate professional qualification;
- have demonstrable knowledge of the relevant language or languages to honours degree level or above;
- be a full Member, and have been a Member for at least the two years preceding the date of application, of one of the recognised, relevant and approved professional bodies, namely the Chartered Institute of Linguists (Chartered IOL), the Institute of Translation and Interpreting (ITI), or the Association Internationale d'Interprètes de Conférence (AIIC).<sup>2</sup>;
- be in continuing professional practice and undertaking relevant Continuing Professional Development (CPD).<sup>3</sup> A record of CPD for the three years prior to application is required;
- agree to adhere to the Code of Professional Conduct applicable to Chartered Linguists and to be subject to the disciplinary procedures applicable; and
- consent to the following personal data being held on an on-line, open-access, searchable website maintained by the Chartered Institute of Linguists: name, registration number, section of the Register (Translation; Interpreting; Education; Business, Professions and Government), languages, specialism, professional memberships and qualifications. There is provision for brief additional factual information (up to 100 words) to be given. Approval of the Register entry is subject to the decision of the Admissions Committee. (N.B. Some Chartered Linguists may wish their entry to include contact details; inclusion of such details is, however, optional.)

## References

Three references are required. Two should be from clients or other persons who are in a position to assess or report on a substantial portion of your work over a significant period of time. The third referee should be a person who can comment on your professional standing and reputation. The latter 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 commitment to professionalism, continuing professional development and other relevant factors.

Referees will be asked to comment on your competence, skill and professionalism, and your commitment to the maintenance and development of these skills.

---

<sup>2</sup> Full membership of the three bodies means as follows: Member or Fellow of the Chartered Institute of Linguists (MCIL/FCIL), Qualified Member or Fellow of the ITI (MITI/FITI), Active Member of AIIC.

<sup>3</sup> CPD may, where appropriate, include study towards degrees, diplomas etc. Applicants are expected to be able to show how they keep both their language skills and their other professional skills up to date.

References must be on the forms provided, and must be sent by the referee direct to the body through which you are applying (Chartered IOL or ITI; see above). You should make every endeavour to ensure that your referees send their references promptly, as your application cannot be processed until all three references have been received. In the event of a delay in receiving references the Chartered IOL or the ITI, as appropriate, will inform you so that you may follow up with your referees. The Chartered IOL and the ITI will not follow up missing references with referees.

### **3. Specific criteria for the different sections of the Register**

Further criteria for each section of the Register are as follows.

#### **3a Translation**

In addition to section 2 above, an applicant for Chartered Linguist (Translator) status must satisfy the following criteria:

- Members of the Chartered IOL must hold the Diploma in Translation awarded by the Chartered Institute of Linguists, or an equivalent qualification in translation at Masters level (NQF Level 7), in the relevant language combination(s). An MA used in support of an application must have contained an assessed practical translation module, completed in the language in which the applicant wishes to register.<sup>4</sup> It should be noted that, depending on content and skills assessed, some Masters degrees in translation may not be acceptable; potential applicants requiring guidance are advised to contact the Chartered IOL. Qualified Members of ITI must satisfy the ITI requirements for translation membership in the relevant language combination(s). In exceptional circumstances qualifications other than those indicated above, supported by appropriate demonstrated experience, may be accepted.
- The relevant language combination(s) shall be the language combination(s) to be recorded on the Register of Chartered Linguists.

All applicants for Chartered Linguist (Translator) status must provide evidence of the volume of work they have personally completed over the Qualifying Period (excluding outsourced work). This should be an average of 300,000 words per year for most translation work, but may be less for certain types of specialist activities such as literary translation or transcreation.

#### **3b Interpreting**

---

<sup>4</sup> For example, a translator of mother tongue English translating into English from French would be qualified in French and this would be the language registered.

In addition to section 2 above, an applicant for Chartered Linguist (Interpreter) status must satisfy the following criteria:

- Members of the Chartered IOL must hold a qualification in interpreting at a minimum level of NQF Level 6 accepted for these purposes in the relevant language combination(s).<sup>5</sup> Qualified Members of ITI must have met its recognised admissions criteria for interpreter membership in the relevant language combination(s); members of AICC must be Active Members having met its recognised admissions criteria in the relevant language combination(s); NRPSI registrants who do not satisfy the membership requirements set out herein must have had full status registration on the NRPSI for at least two years and hold a qualification, in the relevant language combination(s), approved for full status registration on the NRPSI. In exceptional circumstances qualifications other than those indicated above, supported by appropriate demonstrated experience, may be accepted;
- The relevant language combination(s) shall be the language combination(s) to be recorded on the Register of Chartered Linguists.

Applicants for Chartered Linguist (Interpreter) status must provide evidence of the volume of work they have carried out over the Qualifying Period; normally this should be no less than a total of 150 days for conference interpreters and 200 days for other types of interpreting.

### **3c Education**

In addition to section 2 above, an applicant for the Education section of the Register must satisfy the following criteria.

- A professional qualification, at first or higher degree level or equivalent, in teaching or other relevant field.
- Substantial experience in one or more of the following areas:
  - mainstream language teaching in school, further or higher education (N.B. only in exceptional cases will experience at Key Stage 2 or below be considered adequate);
  - teaching translation or interpreting or other professional language skills at degree level (at least NQF Level 6) or equivalent;
  - teaching or training in specialised language or language skills for business, the professions (this expression covers the full range of professions such as law, accountancy, engineering etc), industry or government;
  - teaching in a language-related field such as literature, culture or current affairs, provided that there is substantial language content in the matter taught and that the teaching requires linguistic skills at an appropriate level of complexity;

---

<sup>5</sup> Accepted NQF Level 6 qualifications in interpreting include an approved BA Hons in interpreting from a UK university, or the Diploma in Public Service Interpreting awarded by the Chartered Institute of Linguists. For information on other accepted qualifications, please contact the Chartered Institute.

- training language teachers or trainers;
- assessing and examining in languages, or the training of assessors and examiners;
- language course or assessment/examination development, course materials, text-book production or related work;
- research relevant to language teaching or examining, involving substantial language content at an appropriate level.
- Applicants, including those teaching in their mother tongue or language of habitual use, must hold a qualification in the language or languages that they teach acceptable for Membership of the Chartered IOL or for the ITI.

Applicants for Chartered Linguist status in the education section of the Register must provide evidence of relevant professional activity 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. Work carried out as an employee or on a freelance or contract basis may equally well satisfy the requirements.

### **3d Business, Professions and Government**

In addition to section 2 above, an applicant for the BPG section of the Register must satisfy the following criteria.

- Attainment of a high professional level in the non-linguistic area of work, demonstrated through membership of a relevant professional body, degree-level or other appropriate professional qualification or extensive experience.<sup>6</sup>
- The applicant's work must involve substantial active use of languages in acquiring information and in negotiating, persuading or influencing at a professional level, such activity being carried out both orally and in writing.
- An applicant must be able to demonstrate that the use of language skills (in debate, discussion, negotiation etc) is at an appropriate level, on a sustained and regular basis, and is integral to the applicant's professional work.<sup>7</sup>

Applicants for Chartered Linguist status in the business, professions and government section of the Register must give details and provide evidence of their relevant professional activity over the Qualifying Period; normally this will be full-time employment (or work amounting to the equivalent of full-time employment) or full-time freelance.<sup>8</sup> Work carried out as an employee or on a freelance or contract basis may equally well satisfy the requirements.

---

<sup>6</sup> To satisfy these requirements, a relevant professional body must require appropriate entrance qualifications.

<sup>7</sup> Applicants for the BPG section are advised to bear in mind the need to demonstrate the value of their linguistic work, when selecting referees.

<sup>8</sup> Applicants may wish to consider creating a log of their work to support the experience requirement.

#### **4. Stages in the application, assessment and continued registration process**

The stages are outlined here. Details of each stage are set out in Section 5.

Stage 1a – Submission of documentation

Stage 1b – Documentation check

Stage 2a – Interview

Stage 2b – Assessment of application by Admissions Committee

##### Continued registration

Annual renewal of registration

Revalidation after 5 years

#### **5. Stage 1a: Submission of documentation**

The application must be made in English, on the form provided. The application form requires details of qualifications, membership of professional language bodies and/or registration with NRPSI, professional experience etc, the section of the Register to which applicants wish to be admitted, and the names of three persons who have agreed to provide references (see below).

Applicants must submit the following with the application form:

- a CV of no more than three sides of A4, providing details of professional experience;
- photocopies of qualifying certificates (N.B. originals should not be sent at this stage, but must be presented at Stage 2, described below); in the case of an MA in Translation the formal transcript, or equivalent, showing the break-down of marks for individual modules should be included; certified translations must be provided of qualifying certificates written in languages other than English.
- a CPD record giving details of continuing professional development undertaken over at least the last three years – again no more than two sides of A4 (the Chartered Institute of Linguists' CPD record forms may be used as a model, but it is not a requirement and other forms of presentation are acceptable);
- a statement of no more than 1,200 words, setting out how the applicant meets the requirements for Chartered Linguist in the relevant category;
- additional information as may be necessary to complete the details required on the application form; this is to be attached as an appendix to the supporting statement as above, and will not be included in the word limit for the statement;
- details of the relevant language work undertaken over the Qualifying Period, as specified in section 3 above; in the case of applications for Chartered Linguist (Translator) or Chartered Linguist (Interpreter), details of the translation or

- interpreting work undertaken over the Qualifying Period<sup>9</sup>; samples of translation work may be requested as part of the documentation check;
- the application fee (see Section 10: Schedule of Fees, below).

Members of the Chartered Institute of Linguists should send their application to the Chartered Institute. Members of the Institute of Translation and Interpreting (ITI) should send their application to the ITI. Applicants who are members of both should normally send their application to the body that they first joined. (The ITI will normally accept applications only for the translation section or the interpreting section of the Register. However, members of the ITI who wish to apply for the Education section may also apply through the ITI.) Members of AICC must apply through the Chartered Institute of Linguists.

All accompanying documents, together with the application fee (see Section 10: Schedule of Fees) must be sent with the application; the fee must be paid to the receiving body.

The above documents are required in hard copy. In addition, an electronic copy of all documents originated by the applicant must be sent to [CL.applications@iol.org.uk](mailto:CL.applications@iol.org.uk).

## **6. Stage 1b: Documentation check**

The purpose of the documentation check is to review the application form, references and accompanying documents to ensure that the documentation is complete.

Applications will be assessed initially by the organisation to which the application was submitted (Chartered Institute of Linguists or ITI). Further evidence or information to support the application may be requested during this period. When necessary an application may be referred to the Admissions Committee for an opinion on whether the applicant should be invited to interview. Applicants will be informed, normally within three months of the date of receipt of their application, whether they will be invited to interview.

Applicants who are invited to interview will be required to pay the Stage 2 fee (see Schedule of Fees). Applicants will also be asked to complete a draft entry to be published in the Register of Chartered Linguists if their application is successful.

## **7. Stage 2a: Interview**

---

<sup>9</sup> Applicants may provide evidence of the volume of work carried out in a variety of ways, such as a log of work completed, invoices, extracts from accounts etc., however they must supply a clear summary of a maximum of 5 pages showing how their records provide evidence that they have carried out the requisite volume of work, if necessary by cross-referencing the summary and the raw data.

Stage 2a consists of an interview, which will last about forty minutes and will be conducted by two interviewers, at least one of whom will be an experienced practitioner in the category applied for – translation/ interpreting/ education/ business, professions and government. The interviewers will write a short report of the interview which will be submitted to the Admissions Committee to consider as part of their assessment of the application. The interviewers' working languages may not match those of the applicant, and the interview is not intended to be a language test. Its aim is to explore the applicant's experience, CPD, understanding of the Code of Professional Conduct and suitability for admission as a Chartered Linguist. A senior member of staff from the Chartered IoL or ITI will be present at the interview as an observer. The interview typically follows the format described below:

#### Section 1: General

- a discussion of why the applicant wishes to be considered for Chartered Linguist status
- the applicant's perception of what the status and designation mean in professional terms
- how the applicant feels s/he fits the criteria for Chartered Linguist status

#### Section 2:

- exploration of any matters from the application form and/or other matters from Stage 1 needing clarification or amplification

#### Section 3: CPD

- what CPD the applicant has undertaken
- what activities the applicant has found useful, and why
- the applicant's plans for CPD in the future and what objectives will be met by CPD activities
- the applicant's perception of the purpose and value of CPD

#### Section 4: Professional ethics:

- discussion of a sample question in relation to the Code of Conduct
- discussion of a scenario to explore the applicant's understanding and appreciation of the ethical issues relevant to his or her professional practice.

Applicants will be given the scenario referred to above to consider on arrival, prior to going into their interview.

Applicants must bring with them photo ID (preferably a passport) and originals of the certificates of their qualifications. If there has been a change of name since the issue of any certificate, appropriate documentation certifying this should be brought as well.

## **8. Stage 2b: Assessment of application by Admissions Committee**

The application, the applicant's references and the interviewers' notes and report are reviewed by the Admissions Committee, which will include representatives from the different sections of the Register, as well as representatives from ITI and AIIIC, to ensure equality of treatment and uniform standards across the different sections.

The Admissions Committee will decide whether the applicant should be admitted as a Chartered Linguist in the category and languages applied for, and will approve or request amendments to the Register entry, as appropriate. The applicant will be notified accordingly. Successful applicants will be admitted to the Register of Chartered Linguists and will receive their first Practising Certificate.

The Admissions Committee will, on request, issue a brief report to unsuccessful applicants setting out why their application was not successful.

An unsuccessful applicant may appeal to the Chartered Linguist Appeals Committee, whose decision shall be final. Appeals must be lodged in writing (by letter, fax or e-mailed PDF document) to reach the Chartered Institute within 30 days of notification by the Admissions Committee. Appeals must state clearly the grounds for appeal and must be accompanied by the appeal fee (see 10: Schedule of Fees). This fee will be refunded if the appeal is successful.

An unsuccessful applicant who subsequently feels that s/he satisfies the criteria may re-apply upon payment of the fees then applicable. A revised or renewed application should not normally be submitted within twelve months of the date of rejection of the previous application.

## **9. Annual renewal and five-year revalidation**

The designation of Chartered Linguist is granted for one year and must be renewed annually. It is evidenced by entry in the online public Register of Chartered Linguists and the issue of a Practising Certificate, also issued annually and valid for the ensuing twelve months. Renewal will be dependent on payment of the annual registration fee and a written declaration by the Chartered Linguist seeking renewal, with relevant details, that s/he is continuing to practise professionally in his/her relevant discipline and in accordance with the volume of work requirements, is continuing to undertake relevant CPD, continues to be a full member of one of the recognised professional bodies and continues to be a fit and proper person to be a Chartered Linguist. Applications for renewal will be scrutinised by the Admissions Committee or a panel selected by the Committee from among its members. Decisions on annual renewal will be made by the Admissions Committee, advised by the panel.

Revalidation after five years will require fulfilment of the conditions for annual renewal described above, and in addition a written statement (in a form to be determined) demonstrating the applicant's understanding and appreciation of the ethical issues relevant to his or her professional practice.

Applications for revalidation will be scrutinised by a panel appointed by the Admissions Committee; at least one member of the panel to consider each application will be an experienced practitioner in the category applied for – translation/ interpreting/ education/ business, professions and government. Decisions on revalidation will be made by the Admissions Committee, advised by the panel.

## 10. Schedule of fees

The fees applicable as at 1 December 2010 are as follows:

Application fee (Stage 1)	£75.00	(including VAT)
Assessment fee (Stage 2)	£275.00	(VAT exempt)
Annual Registration fee <b>(From date of renewal)</b>	£50.00	(including VAT)

The Appeal fee is £200.00 (plus VAT).

The Annual Registration fee is payable on the date of renewal of registration.

The fee for Revalidation will be announced at a later date.

Fees are subject to amendment from time to time. Information on current fees may be obtained from the Chartered Institute of Linguists, and is published on the websites of the Chartered Institute and the Institute of Translation and Interpreting.

Document date: 27 November 2010