

## Guidance notes for applicants

Please read this document and reference it as you complete the application form for CIOL membership.

1. Please download the application form and save it to your device.
2. Please complete all relevant sections of the form.
3. Please ensure additional sheets are clearly marked as to the section of the application form to which they refer.
4. Once completed you should email the form and **all** supporting evidence to [membershipteam@ciol.org.uk](mailto:membershipteam@ciol.org.uk); incomplete applications will not be assessed.
5. Submit the £25.00 assessment fee **before** emailing your application form. You can make a secure payment online at [www.ciol.org.uk/assessment-fee](http://www.ciol.org.uk/assessment-fee) or call the membership team on +44 (0) 20 7940 3146.
6. Applications received without the assessment fee will not be assessed until payment has been made.

### Section 1 – Membership grade

Please read the Admissions Criteria, available from [www.ciol.org.uk/membership](http://www.ciol.org.uk/membership) before completing the application form as this will help you to determine which grade of membership you should apply for. If you have any questions, please contact the membership team on +44 (0) 20 7940 3146 or [membershipteam@ciol.org.uk](mailto:membershipteam@ciol.org.uk) for guidance.

Admission is at the absolute discretion of CIOL Council. Its decision is final and it is not obliged to give reasons for its decision in any particular case, subject to the normal appeals procedure, details of which can be found on [www.ciol.org.uk/appeals](http://www.ciol.org.uk/appeals).

If, following assessment, CIOL determines that you do not meet the criteria, you may be offered an alternative grade of membership which may be higher or lower than the grade originally applied for.

### Section 2 – Have you previously been a member of CIOL?

If you have previously been a CIOL member, please provide details in this section, with admission and cessation dates if known.

### Section 3 – Name

Please provide your full name and title plus all designations you wish to use (e.g. BA, Prof). Documentary proof of your titles / designations must be submitted with your application in order to be included in your membership record.

### Section 4 – Address

We will use the address supplied as your correspondence address for delivery of *The Linguist*, CIOL's professional journal and any other correspondence in relation to your CIOL membership.

### Section 5 – Contact details

It's important that we have up-to-date contact information for you especially an email address as most CIOL communication is by email. CIOL members can update their contact details via My CIOL on the CIOL website.

## Section 6 – Date of birth

This information is for monitoring purposes only and will not be taken into account when assessing your eligibility for CIOL membership.

## Section 7 – Nationality/nationalities

If you have changed your nationality but think your previous nationality will support your application, please provide details.

## Section 8 – Mother tongue (native language)

Please tell us which language is your mother tongue. You may have more than one mother tongue and consider yourself bilingual. If this is the case, on a separate sheet of paper please provide details such as:

- Where, when and how you learned the languages
- Your home environment
- Countries of residence
- Your education
- Plus anything else you believe is relevant to your application

Please reference this to Section 8.

## Section 9 – Principal language(s) used professionally

This is the language (or languages) in which you are seeking admission to CIOL – your language(s) of qualification. You can provide additional information to support your application, on a separate sheet of paper. Please reference this to Section 9.

## Section 10 – Qualifications

Please provide details of all post-secondary language qualifications or specialist language qualifications (e.g. translation or interpreting) you hold.

You should include qualifications awarded by The IoL Educational Trust (IoLET) e.g. Diploma in Translation, the Diploma in Police Interpreting (previously known as the Metropolitan Test) and the Diploma in Public Service Interpreting.

If you have achieved a non-language qualification in your non-native language, you can also provide details in this section.

You will need to submit scanned copies of certificates for all the qualifications you wish us to take into account when assessing your application.

In addition, please provide a full transcript of results. This is particularly important for joint honours degrees which includes a foreign language i.e. inter-disciplinary programmes with a foreign language component and postgraduate specialist programmes in translation or interpreting.

## Section 11 – Other professional memberships

Please detail other relevant professional memberships which you feel may support your application. Please provide proof of your membership / registration for example a copy of your membership receipt or certificate (if dated).

## Section 12 – Professional practice

This section is critical to your application so please complete this part of the application carefully providing us with as much information as possible.

**All applicants** - please include an up-to-date CV.

**Career Affiliate applicants** – if you are applying for this grade of membership on the basis that you are not yet working as a linguist (but you intend to do so) or you do not as yet have the requisite length of experience to apply for Associate membership, please indicate this in section 12 and then move onto section 13.

**Associate and Member applicants** – you must be in current professional practice.

If you are applying for Associate membership you must have at least one year's experience (a minimum of 120 days practice over the last 12 months).

If you are applying to be a full Member you must have at least three years' experience (averaging 120 days practice per year, for the last three years).

CIOL needs to ascertain the nature and volume of work so please give precise details of your professional practice. Please state:

- how long you have been using your languages professionally
- whether you are freelance or employed
- the average number of hours you work each week
- the area in which you work e.g. legal translation, public service interpreting
- and the level at which you work (if applicable) e.g. secondary school or university

If you use your languages across a number of disciplines please indicate the approximate number of hours per week spent on each. You can provide the information as a statement or in list form.

You can also include:

**Translators** – the number of words on average you translate each month. Please include time spent on translation project management (or equivalent in other areas of language services) if applicable.

**Interpreters** – the average interpreting hours you work each month. Please include time spent on interpreting project management (or equivalent in other areas of language services) if applicable.

**Tutors/lecturers** – how many teaching hours you work on average each month and how long you have been teaching (modern foreign languages or specialisations e.g. translation and interpreting. If you are responsible for the coordination or management of foreign languages

at secondary school or in a university language department or language centres, you should include time spent on this activity.

If you use your foreign language skills in any other capacity please provide details including number of years' experience plus type and volume of work.

If you have had a career break for any reason, please use this section to give details.

## Section 13 – Additional information

You can include additional information to support your application. This section is limited to 250 words. For example you may wish to include details of voluntary work undertaken plus details of any Continuing Professional Development activities you have undertaken.

## Section 14 – Chartership (full Member applicants only)

If you are seeking admission as a full Member (MCIL) and you have a minimum of 5 years' work experience you may be eligible for chartership.

Please read the Admissions Criteria for Chartership to determine whether or not you think you are eligible. Please note, your application for membership will be considered first and if successful the evidence supplied for chartership will then be assessed.

In addition to the evidence supplied for full membership (MCIL), you will need to submit details of all CPD activities undertaken over the last two years.

For chartership, a minimum of 30 CPD hours, over the last two years is mandatory. You can submit your record in list format or use the CIOL's CPD record form available from [www.ciol.org.uk/cpd](http://www.ciol.org.uk/cpd).

In addition to the above, MCIL applicants seeking chartership must also provide:

- A reflective statement (maximum 500 words). This should explain what you have learned through your CPD activities, what you found useful and why and how you applied your learning to your professional practice. Further guidance can be found on the CIOL website.
- A 12 month forward plan of anticipated CPD activities and how they relate to your professional practice

## Section 15 – References

Associate (ACIL) and Member (MCIL) applicants are required to provide the names of two referees for each language used professionally (and are seeking admission to CIOL). You can use the same referee for more than one language.

Referees should be able to comment on the use of your foreign language skills in a professional context (not your mother tongue). We are not able to accept references from family members or friends.

CIOL will contact your referees for you; please ensure that your referees are aware that we will be contacting them.

## Section 16 – CIOL Professional Divisions

CIOL members can choose to join one or more of our professional networks. Please tick the Divisions you are interested in joining. CIOL will pass your contact information to the Division's

Management Committee, who will contact you regarding events and other ways to get involved. You can opt out at any time.

Please note the Education Division is currently inactive. If you are interested in this division please tick the box and we will keep you informed of developments.

## Section 17 – Declaration

Please read and sign the declaration before submitting your application form. You should be aware of CIOL's Terms and Conditions of Membership (see the document Admissions Criteria for Membership) and CIOL's Code of Professional Conduct, available from [www.ciol.org.uk](http://www.ciol.org.uk).

A typewritten electronic signature is acceptable. Please remember to date the application form.

## Section 18 – Where did you hear about us?

Please let us know how you first heard about CIOL.

## Section 19 – Checklist

Before submitting your application please read through the checklist. Please ensure you have all the evidence ready before submitting your application to prevent any delay in the assessment of your application.

Wherever possible please email your completed application and supporting documents to [membershipteam@ciol.org.uk](mailto:membershipteam@ciol.org.uk). Postal applications will be accepted but our preference is to receive applications by email.

## Further guidance

Please contact the membership team on +44 (0) 20 7940 3146 / [membershipteam@ciol.org.uk](mailto:membershipteam@ciol.org.uk).

