

## Admissions Criteria for Membership

### Introduction

Applications for CIOL membership are open to aspiring linguists, language practitioners and all those with an interest in languages as a profession, skill or academic pursuit, wherever they live and work and however they use their modern foreign languages professionally. CIOL is committed at all times to the principles of equality, diversity and inclusion.

There are six grades of CIOL membership, which fall into one of two categories:

- Professional
- Pre-Professional

	Pre-professional grades	Professional grades	Designatory letters
1.	Student Affiliate		(none)
2.	IoLET Affiliate <sup>1</sup>		(none)
3.	Career Affiliate		(none)
4.		Associate	ACIL
5.		Member	MCIL
6.		Fellow	FCIL

### Professional grades

Achieving professional membership of CIOL demonstrates that you have met the rigorous requirements and standards for good practice in the professional use of your language skills.

Membership is open to all those who uses their foreign language skills in a professional context, whether employed or freelance. This includes interpreters, translators, and modern foreign language teachers and lecturers, providers of specialist language services and linguists who work in business, commerce and industry. Our professional grades are for practicing linguists with a minimum of one year's work experience.

Admittance to CIOL as an Associate, Member or Fellow is normally based on:

- the assessment of language qualifications in your non-native language
- work experience, using your non-native language in a professional context
- references
- contribution to the profession (Fellowship applicants only)

<sup>1</sup> IoLET (the IoL Educational Trust) is [CIOL's associated educational charity](#), charity number 1090263. It is an awarding organisation accredited by Qfqual – Office for Qualifications and Examinations Regulation).

## Pre-professional grades

The three affiliate grades are for linguists:

- who are studying an academic, vocational or professional language qualification
  - who are intending to use their non-native language in a professional context
  - who are just starting their career (and don't yet meet the requirements for professional membership)
  - linguists who use languages in the course of their work but where languages are not the main component of their job
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## Admissions criteria

### Student Affiliate

To join as a Student Affiliate you will normally be enrolled or working towards achieving:

- a degree in a foreign language
- a joint honours degree which includes a foreign language i.e. interdisciplinary programmes with a foreign language component
- a postgraduate programme in a foreign language or specialism such as translation or interpreting
- a language related vocational qualification

Your course of study will normally be at degree level or higher. However, this grade of membership is also open to linguists preparing for lower level language qualifications.

Applications are welcome from all UK and overseas based students.

**Note:** If you are preparing for one of CIOL's professional qualifications, you should apply to join as an IoLET Affiliate – see below.

### IoLET Affiliate

The IoL Educational Trust (IoLET) is CIOL's associated [educational charity](#). IoLET offers the following qualifications accredited by [Qfqual](#) (and [Qualifications Wales](#) and the [Council for Curriculum, Examinations and Assessment](#)):

- Diploma in Translation
- Diploma in Police Interpreting
- Diploma in Public Service Interpreting
- Certificate in Bilingual Skills
- Certificate in Languages for Business

If you intend to take an IoLET examination then you must be register with CIOL as an IoLET Affiliate before entering for your exam as you will be asked to quote your IoLET Affiliate number on the

examination registration form.

## Career Affiliate

You will normally be eligible for admission as a Career Affiliate if you:

- hold a degree or post-graduate qualification in your non-native language(s) or specialist language qualification and you have less than one years' work experience using your language(s) professionally
- have up to three years' work experience using your non-native language(s) professionally but you do not hold a language or specialist language qualification
- hold a lower level language qualification and you are intending to use your foreign language skills in a professional context
- use foreign-language skills as a professional tool but this is not the main focus of your role
- are currently registered with NRPSI (National Register of Public Service Interpreters) and hold Interim Status

## Associate – ACIL

To become an Associate member (ACIL), you will normally have one or more of the following qualifications:

- IoLET Diploma in Translation
- IoLET Diploma in Public Service Interpreting
- IoLET Diploma in Police Interpreting
- a degree or postgraduate qualification in your non-native language(s) or language specialism such as translation or interpreting
- a joint honours degree which includes a foreign language ie Business and German
- other certificates, diplomas at degree and postgraduate level will be considered

**You also need** a minimum of one year's work experience using your foreign language skills.

If upgrading from a pre-professional grade you will need to evidence career progression since the date of your original admission.

**Special consideration:** if you do not meet the above criteria (for example you do not hold a requisite qualification) but you have **at least three years' work experience using your foreign language skills**, then we may be able to treat your application as a special consideration case. Please contact the membership team for further guidance before completing your application.

**All Associate members can upgrade to full Member once they have obtained the requisite work experience and/or qualifications.**

## Member – MCIL

To become a full Member (MCIL), you will normally have one or more of the following qualifications:

- IoLET Diploma in Translation
- IoLET Diploma in Public Service Interpreting
- IoLET Diploma in Police Interpreting

- a degree or postgraduate qualification in your non-native language or language specialism such as translation or interpreting
- a joint honours (normally in two foreign languages)
- Other certificates, diplomas at degree and postgraduate level will be considered

**You also need** a minimum of three years' work experience using your foreign language skills, two years if you hold the Diploma in Translation or a post-graduate qualification in your non-native language or language specialism.

If you currently hold NRPSI (National Register of Public Service Interpreters) Full Status you will automatically qualify for MCIL.

If upgrading from ACIL (or a pre-professional grade) you will need to evidence career progression since the date of your admission.

### Special consideration

If you do not meet the criteria (for example you do not hold the requisite qualification), but you have **at least five years' work experience using your foreign language skills in a professional context**, then we may be able to treat your application as a special consideration case. Please contact the membership team for further guidance before completing your application.

### Chartership

Applicants for MCIL may also be eligible for chartership. To become chartered, in addition to the criteria stipulated for MCIL you must be regularly engaged in Continuing Professional Development and be able to submit a two-year record of your CPD activities, a reflective statement and 12-month forward CPD plan. Please refer to the document [Admissions Criteria for Chartership](http://www.ciol.org.uk/chartership) available from [www.ciol.org.uk/chartership](http://www.ciol.org.uk/chartership).

### Fellow – FCIL

To be considered for Fellowship (FCIL), you will normally have one or more of the following qualifications:

- IoLET Diploma in Translation
- IoLET Diploma in Public Service Interpreting
- IoLET Diploma in Police Interpreting
- a degree or postgraduate qualification in your non-native language or language specialism such as translation or interpreting
- Other certificates, diplomas at degree and postgraduate level will be considered

### Upgrading from MCIL

You will normally have been a full Member (MCIL) for at least five years, and will need to evidence career progression since the date of your admission. In addition you will have made a significant contribution to the world of languages and/or your profession. For further guidance please read the document [Admissions Criteria – Fellowship](http://www.ciol.org.uk/fellow) available from [www.ciol.org.uk/fellow](http://www.ciol.org.uk/fellow).

### Direct Entry Fellowship

If you wish to be considered for direct entry Fellowship, you will normally have at least **ten years'** work experience at a senior level using your foreign language skills and one or more of the qualifications listed above.

Fellowship applicants will also be required to demonstrate their contribution to the world of languages and / or their contribution to their professional area of expertise. For further guidance please read the document [Admissions Criteria – Fellowship](#) available from [www.ciol.org.uk/fellow](http://www.ciol.org.uk/fellow).

All applications for Fellowship will be considered by the CIOL Applications Committee which meets regularly throughout the year. Please see [www.ciol.org.uk](http://www.ciol.org.uk) for dates.

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## Making an appeal – membership

CIOL's decision is final in all cases. However, applicants may appeal on the grounds of mitigating circumstances such as a procedural defect in the conduct of the assessment. Please visit [www.ciol.org.uk/appeals](http://www.ciol.org.uk/appeals) for more information.

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## General notes

1. The conditions for admission are laid down in the Rules, which are agreed at the CIOL Annual General Meeting. Any changes to the Rules will be published on [www.ciol.org.uk](http://www.ciol.org.uk).
2. Applications for admission must be made on the official application form available online and in paper format from [www.ciol.org.uk/join](http://www.ciol.org.uk/join). Student Affiliates and IoLET Affiliates can only apply online at [www.ciol.org.uk/join](http://www.ciol.org.uk/join).
3. Applicants are strongly advised to read the document Guidance for Applicants, available at [www.ciol.org.uk/sites/default/files/Guidance.pdf](http://www.ciol.org.uk/sites/default/files/Guidance.pdf) before completing their application.
4. All applications (with the exception of Student Affiliate and IoLET Affiliate) must be accompanied by an assessment fee of £25.00 which is non-refundable.
5. The Membership team considers membership applications throughout the year.
6. Special consideration cases and all fellowship applications are automatically referred to the CIOL's Applications Committee which meet regularly throughout the year.
7. Non-UK awarded qualifications will be considered on the basis that CIOL is able to determine comparability to UK awarded qualifications through UK NARIC<sup>2</sup>.
8. In all cases, CIOL's decision is final.

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<sup>2</sup> UK NARIC is a national agency for the recognition and comparison of international qualifications and skills. It performs this function on behalf of the UK Government.

## Terms and Conditions of Membership

1. You will be admitted into Membership under the conditions for admission as laid down in the Rules, which are agreed at the CIOL Annual General Meeting. Any changes to the Rules will be published on [www.ciol.org.uk](http://www.ciol.org.uk).
2. The term of membership for Student Affiliates is determined by the length of the course being studied.
3. IoLET Affiliates will be admitted into membership for 12 months from the date of joining and on payment of the annual subscription fee.
4. In all other membership grades the membership year runs from 1 September to 31 August. Membership will be effective from the date the applicant is notified until the following 31 August, on receipt of:
  - a. the specified membership subscription fee
  - b. satisfactory references
5. By joining CIOL you will be agreeing to observe the provisions of the Charter and By-laws, the Rules and the Code of Professional Conduct and other such regulations as may be made from time to time. Copies available from [www.ciol.org.uk/code](http://www.ciol.org.uk/code).
6. You will also agree to be listed in the CIOL register of members and the related Member Check facility, which will be accessible to the general public, via [www.ciol.org.uk/check](http://www.ciol.org.uk/check).
7. In addition, if you are awarded chartership, you further agree to be listed as a Chartered Linguist on the CIOL website.
8. You agree to provide CIOL with a personal email address and to receiving emails and other communications in relation to your CIOL membership. For full details please read the CIOL's Privacy Policy available from [www.ciol.org.uk/site-services-policy](http://www.ciol.org.uk/site-services-policy).
9. CIOL reserves the right to add/delete and amend benefits and services without prior notification.
10. Assessment and membership fees are non-refundable.
11. CIOL reserves the right to offer you a grade of membership that may be higher or lower than the grade applied for.