

CIOL Qualifications Level 7

## DIPLOMA IN TRANSLATION

Professional qualification for translators –  
the international gold standard



### MORE INFORMATION

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[ciol.org.uk/diptrans](http://ciol.org.uk/diptrans)

- Postgraduate level qualification
- Internationally recognised
- Offered in a wide range of language combinations



# About CIOL and CIOL Qualifications

The Chartered Institute of Linguists (CIOL) is the leading professional body for language practitioners, setting the professional standard for linguists worldwide. CIOL is the only body to offer Chartership, recognised globally as a badge of quality and competence for many professions. Founded in 1910 to promote high standards in the use of foreign languages in industry and commerce, CIOL has over 7,000 members.

CIOL Qualifications is the Awarding Organisation of the Chartered Institute of Linguists, delivering qualifications nationally and internationally and registered with the Office of Qualifications and Examinations Regulation (Ofqual). Ofqual is a non-ministerial government department with jurisdiction in England. It is responsible for making sure that regulated qualifications reliably indicate the knowledge, skills and understanding students have demonstrated. With decades of experience, CIOL Qualifications is at the centre of a community of over 3,000 highly qualified and experienced assessors and language specialists, and delivers language assessments at exam centres all around the world and for UK government departments.

## Diploma in Translation (DipTrans)

The CIOL Qualifications Diploma in Translation is a professional qualification, recognised and accepted both nationally and internationally by the translation industry. Set at Level 7 (Master's level), you can benefit by accessing some of the most sought after translation assignments, apply for full membership of CIOL and use the designatory letters CIOL DipTrans.

The total exam time is seven hours and is made up of three units:

**Unit 01:** Written Translation of a General Text

**Unit 02:** One written translation of a Semi-specialised text in a Technology, Business or Literature context

**Unit 03:** One written translation of a Semi-specialised text in a Science, Social Science or Law context

The exam is taken in a language combination in which the target language is the candidate's native language. You need to have native speaker competence in both languages. Candidates typically take the exam translating from English (source language) into Polish (target language) for candidates in Poland, or Chinese (target language) for candidates in China.

The CIOL Qualifications Diploma in Translation is not only the national but also the international benchmark qualification for professional translators. It forms a major part of their credentials to distinguish themselves in an ever increasingly competitive marketplace. It is intended for working translators and for those wanting to embark on a career in professional translation.

The professional CIOL Qualifications Diploma in Translation has been offered since 1989 and has been taken by thousands of candidates in centres located in all corners of the world. The relevance of this qualification is evidenced by numerous professional translators presenting DipTrans credentials on their websites, in directories and on professional networking sites, and, perhaps more importantly, by government, business and agencies asking for our qualification as proof of professional level competence.

## Assessment criteria

Candidates are graded under two different aspects of performance:

1. Comprehension, accuracy, transfer of names, dates, figures, etc
2. Grammar (morphology, syntax, etc.), register, cohesion, coherence and organisation of work, punctuation, orthography, accentuation

All three units of the exam must be passed within a specified time frame for candidates to be awarded the full qualification. On successful completion of individual units, candidates will receive a unit certificate. The overall pass mark is 60% and additionally higher marks will be classified as Merit or Distinction, subject to published thresholds.





## KEY FACTS

**Qualification number:**  
501/1445/1

**Level:** 7

**Units:** 3

**Assessment:**  
Written exam

**Exam date:** January

**Exam centres:**  
Worldwide  
see [ciol.org.uk/diptrans](http://ciol.org.uk/diptrans)

**Exam fees:**  
See [ciol.org.uk/diptrans](http://ciol.org.uk/diptrans)

## Contents

Source texts are set on the basis of published materials, for example newspapers, scientific journals, website articles etc. CIOL Qualifications setters and moderators ensure that the language level is consistent with the level at which the qualification has been set, that consistency is assured each year and across every language. This is achieved during the setting process when source texts are edited to ensure consistency and to meet the specified word count.

## The gold standard

CIOL Qualifications Level 7 Diploma in Translation is both the industry professional benchmark and gold standard for anyone wanting a career as a freelance translator or to work as a translator for international corporations worldwide. It tests the individual's ability to translate to a professional, industry-required standard.

Being awarded the CIOL Qualifications diploma is objective evidence of such ability, consistent through time, geography and across languages. The track record and international recognition, in combination with the quality standards of CIOL Qualifications as an Ofqual recognised Awarding Organisation, provide candidates, clients and employers with a unique guarantee of professionalism and quality.

## Language combinations

CIOL Qualifications offer the following languages, both as a source language (translating into English) and a target language (translating from English):

- |            |              |            |
|------------|--------------|------------|
| • Arabic   | • German     | • Romanian |
| • Chinese  | • Greek      | • Russian  |
| • Croatian | • Hungarian  | • Slovak   |
| • Czech    | • Italian    | • Spanish  |
| • Danish   | • Japanese   | • Swedish  |
| • Dutch    | • Norwegian  | • Turkish  |
| • Finnish  | • Polish     | • Urdu     |
| • French   | • Portuguese |            |

In addition the following languages are available as target languages from English:

- |             |                    |           |
|-------------|--------------------|-----------|
| • Albanian  | • Hindu            | • Panjabi |
| • Bengali   | • Hebrew           | • Serbian |
| • Bulgarian | • Indonesian       | • Slovene |
| • Dari      | • Kurdish (Sorani) | • Somali  |
| • Estonian  | • Latvian          | • Thai    |
| • Farsi     | • Lithuanian       | • Urdu    |
| • Gujarati  | • Nepalese         | • Welsh   |

The following language combinations are also available for the DipTrans:

French > German	German > French	Spanish > German
French > Italian	German > Spanish	Spanish > French
French > Spanish		

Other languages may be available depending on demand. Please email [info.diptrans@ciol.org.uk](mailto:info.diptrans@ciol.org.uk) for further information.



## Support while studying

Candidates are required to register for CIOL membership at the pre-professional grade of IoLET Affiliate. Membership of the Chartered Institute of Linguists at this level offers:

### Access to preparation materials to help you prepare for the exam (not available in all languages):

- Examiner's Reports
- Links to source texts
- A series of seminar documents

### Continuing Professional Development (CPD)

IoLET Affiliates can access a range of CPD webinars through eCPD Webinars, benefiting from a special member discount.

### Networking

IoLET Affiliates are eligible to join one or more of CIOL's professional special interest groups, which provide unique face-to-face networking events and online group forums. The specialist groups available – Translating Division, Interpreting Division, or Business, Professions and Government (BPG) Division.

### Professional journal

A free digital copy of *The Linguist*, CIOL's professional journal, issued six times a year.

### Professional status and Chartership

IoLET Affiliates are members of a respected professional network of practising linguists. On completion of a CIOL Qualifications diploma, they will be automatically upgraded to Associate (ACIL) level of CIOL membership for the remainder of the membership year. Those who meet the criteria for full Member can upgrade and will be on the way towards becoming a Chartered professional, and eligible for an entry on CIOL's directory, Find-a-Linguist.

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**Become an IoLET Affiliate today at [ciol.org.uk/iolet-affiliate](https://ciol.org.uk/iolet-affiliate)**

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**For full information on dates, venues, fees, and how to register visit**

**[ciol.org.uk/diptrans](https://ciol.org.uk/diptrans)**

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