

QUALIFICATIONS

CIOL



A guide to the

# Diploma in Translation

CIOL | Chartered Institute of Linguists

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# Diploma in Translation

The Diploma in Translation (DipTrans) is a professional qualification, set at level 7 (Master's level) and regulated by the Office of Qualifications and Examinations Regulation (Ofqual).

## Specialist qualification for translators

The DipTrans is a specialist qualification for translators. It is recognised and highly respected within the translating profession and shows that holders of the qualification possess the knowledge and skills necessary to provide translations of the highest quality. In any professional field of work, a specialist qualification demonstrates to employers and clients that you are at the top of your profession.

## International recognition

The DipTrans is recognised worldwide as the benchmark qualification for professional translators, and 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 gold standard qualification

The DipTrans was first offered in 1989 and it is now taken in around 40 countries annually as candidates around the world recognise the benefits that a high-level qualification brings. It serves both as an entry qualification for organisations employing translators, as a validation for freelance translators for their skills and has become the qualification of choice for organisations when selecting professional translators.

## Milestone for professional translators

The qualification provides a recognised milestone for professional translators. It allows you to develop your career in your chosen sector through, for example, setting up your own translation company, working as a freelance translator, employment as in-house translator, or entering other language-related professions such as publishing, journalism, PR, or language teaching.

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Many CIOL translating members have taken the Diploma in Translation. Read their stories to find out how the qualification has helped them in their careers.



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*This qualification not only helped me gain the professional recognition that I needed to further my career, but also led to possibilities of working with more prosperous clients who only sought translators with suitable qualifications.*

**Ali Yildirim** MCIL Chartered Linguist

**[Read more: Being a professional, qualified linguist](#)**



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*I vividly remember how proud and more confident I felt as a translator to obtain my DipTrans. It has certainly made a positive difference and increased the number of calls I receive from agencies and other clients. I can honestly say that it allowed me to have the competitive edge over other translators who did not have the title CIOL DipTrans next to their names.*

**Adam Turk** MCIL



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*The DipTrans is a valuable recognition and professional validation, and has had a positive impact on my career. It shows my clients that I value their business, and new clients have now started to contact me.*

**Maria Cristina Petrizzi da Silva** MCIL Chartered Linguist

**[Read more: Positive impact of the DipTrans](#)**



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*The DipTrans ... the official confirmation of my professional capabilities from a leading industry body. Passing the DipTrans has given me the confidence to ask for the rate I think I deserve.*

**Ceyda Aldemir-Down** MCIL Chartered Linguist

**[Read more: How the DipTrans helped my career](#)**

## What agencies look for when recruiting translators preparing for the DipTrans:



*When we're considering adding translators to our books, linguists with formal qualifications like the CIOL DipTrans stand out because we know straight away that they are appropriately qualified, with the skills required to deliver professional quality translations.*

**Hannah Stacey**

Head of Operations at Surrey Translation Bureau

[Why the DipTrans qualification stands out to a translation agency](#)

## Tips for candidates preparing for the DipTrans:



*Preparing for the DipTrans exam requires reflection and practice... Frequent practice using source texts or past papers is important... Practice also means reading good-quality articles in source and target languages.*

**Michael Routledge**

DipTrans Chief Moderator

[Read Michael's tips for candidates preparing for the exam](#)



## DipTrans award winners

Every year we present awards to candidates with the highest marks in the DipTrans. Three recent award-winning DipTrans candidates demonstrate the different routes to approaching the qualification. One already had a first degree and a Masters in Interpreting and Translation; another had a degree and was bilingual; while a third had school level qualifications but 30 years of practical working experience in translation.

Whatever route you take, the DipTrans is an achievement to be proud of and will give you more confidence in your skills as a translator.

In these short interviews, our award-winners talk about how they prepared for the exam, and how they found they had access to new sources of work after achieving the qualification.



*It's important to practice and get feedback from fellow translators.*

**Madalina Onofras**



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*My motivation for taking the DipTrans was to have my skills and abilities validated by a professional organisation.*

**Mihail Banica**



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*I didn't have a formal qualification in translation, and I just wanted to prove to myself that I could do it!*

**Heike Kurtz**



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## Qualification structure

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**The qualification is made up of three units:**

**Core unit:** Unit 01 General Translation (3 hours)

**Mandatory options units:**

Unit 02 Semi-specialised text in a Technology, Business or Literature context (2 hours)

Unit 03 Semi-specialised text in a Science, Social Science or Law context (2 hours)

While the full DipTrans qualification is the final goal, the semi-specialised texts in the mandatory options provide an opportunity to demonstrate applied translation within specific contexts, as listed above.

Each unit is both challenging and rewarding, carries its own unit certificate, and is a step towards gaining the full qualification.

A DipTrans semi-specialised unit certificate is the proof of both linguistic excellence and the ability to apply that to specific vocabulary and thematic content within a given area. A unit certificate confirms to an employer or agency that you have a level of skill and the ability to apply it, which will give them absolute confidence on your linguistic skills in your specialised subject area.

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, for example, or Chinese (target language) for candidates in China.

Details of the assessment criteria can be found in the DipTrans [Qualification Specification](#) from page 7.

### Contents

Source texts are set on the basis of published materials, for example newspapers, scientific journals, website articles etc. Our 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.

### Language combinations

The DipTrans is available in a wide range of language combinations. Please check the CIOL website for the latest language list.



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## Languages

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CIOLQ offers the DipTrans in a broad range of languages and ensures consistency in level and standards. The qualification is currently offered from the following source languages into English: French, German, Italian, Russian, and Spanish; and from English into: Albanian, Arabic, Bengali, Chinese, Croatian, Czech, Danish, Dutch, Finnish, French, German, Greek, Hindi, Hungarian, Italian, Japanese, Norwegian, Panjabi, Polish, Portuguese, Romanian, Russian, Slovak, Spanish, Swedish, Tamil, Turkish, and Urdu.

### Linguistic proficiency and pre-requisites

There are no set pre-requisites to take the DipTrans, however you are strongly advised to ensure that your level of linguistic attainment in the source language is at the very least equivalent to a good Honours degree, and that you are familiar with the relevant cultural background, and that you prepare sufficiently for the exam.

### Availability of the DipTrans

The exam is available internationally, online via our CIOLQ Virtual Centre. CIOLQ accepts candidates who have not attended a course of study. In addition to the UK, the exam has been taken in Bahrain, Canada, China (Mainland, Hong Kong & Macao), Cyprus, France, Germany, Greece, India, Ireland, Italy, Netherlands, Poland, Portugal, Russia, Singapore, Spain, Trinidad & Tobago, UAE and Uruguay.

## How to register for the exam

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DipTrans candidates are required to join CIOL at the membership grade of IoLET Affiliate before registering for the exam. This membership grade provides access to resources to support preparation for the exam (see page 8), as well as other [membership benefits](#).

You can apply online to join CIOL. You first need to create a [website account](#) and then log in to access the [online application form](#).

The [Qualification Specification](#) offers detailed information about the exam format, criteria and regulations.

The DipTrans is held online and you can sit the exam at home via the CIOLQ Virtual Centre and sessions take place in January and July. Dates are announced on the [CIOL website](#). To book your place, please go to our [online shop](#). We will contact you in due course with details of your exam.

You may wish to prepare by following a course of study. Courses are available in different regions of the UK and at international centres. Please refer to the [list of centres](#) and contact course providers directly. Please note that as the Awarding Organisation for the DipTrans, CIOLQ is unable to endorse or recommend any particular course.

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## Support while studying

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Candidates are required to register for CIOL membership at the pre-professional grade of IoLET Affiliate (see page 7). 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 Affiliate members have full access to the CIOL webinar library, a collection of over 120 training videos, which is added to each month.

### 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 part of a respected professional network of practising linguists. On completion of a CIOL Qualifications diploma, they can apply to be automatically upgraded to Associate (ACIL) level of CIOL membership with a 25% discount on the first year's membership fee. Those who meet the criteria for full Member will be eligible to upgrade and will be on the pathway towards Chartership, and will be eligible for an entry on CIOL's directory, Find-a-Linguist.





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 (CIOLQ) is CIOL's Awarding Organisation and is 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.

## Contact

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For full information on dates, course venues, fees and how to register for the Diploma in Translation visit [ciol.org.uk/diptrans](https://www.ciol.org.uk/diptrans)

