

# Admissions Criteria for Membership

1 September 2018 – 31 August 2019

## 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 foreign language(s) 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.		Fellow	FCIL
2.		Member	MCIL
3.		Associate	ACIL
4.	Career Affiliate		
5.	IoLET Affiliate <sup>1</sup>		
6.	Student Affiliate		

## 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 foreign language teachers and lecturers, providers of specialist language services and linguists who work in business, commerce and industry and the public sector. Our professional grades are for practising linguists with a minimum of one year's work experience (a minimum of 120 days professional practice per year).

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

<sup>1</sup> IoLET (IoL Educational Trust) – now trading as CIOL Qualifications - is CIOL's associated charity. It is an awarding organisation accredited by Qfqual).

- references
- contribution to the profession ( applications for Fellowship only)

## Pre-professional grades

The three affiliate grades are for:

- linguists who are studying for an academic, vocational or professional language qualification
  - linguists who are just starting their career
  - linguists who use languages in the course of their work but where languages are not the main component of their job
- 

## Admissions criteria

### Student Affiliate

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

- 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 students worldwide.

**Note: if you are preparing for one of CIOL's professional qualifications, you must apply to join as an IoLET Affiliate (or higher grade if eligible) – see below.**

### IoLET Affiliate

CIOL Qualifications is an awarding organisation approved by Qfqual and offers the following qualifications:

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

You must be registered as an IoLET Affiliate with CIOL in order to take any of the examinations listed above. We will not accept examination entries from candidates not registered with CIOL as an IoLET Affiliate.

## Career Affiliate

You will normally be eligible for admission as a Career Affiliate if you fulfil one of the following criteria:

- hold a degree or post-graduate qualification in your non-native language(s) or specialist language qualification and you have less than one year's work experience (120 days professional practice) using your language(s) professionally
- have up to three years' work experience (an average of 120 days professional practice per year) using your non-native language(s) professionally but you do not hold a language or specialist language qualification
- hold a lower level language qualification (e.g. B1) 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 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 e.g. Business and/with German
- other certificates, diplomas at degree and postgraduate level will be considered

**You also need** one year's work experience (with a minimum 120 days professional practice) using your foreign language skills.

**Holders of the IoLET Diploma in Translation, Diploma in Public Service Interpreting and Diploma in Police Interpreting will be eligible for Associate membership if they have less than one year's work experience but intend to work using their language(s) in a professional context.**

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 will be able to treat your application as a special consideration case. References will be required to assist with the assessment of your application. Please contact the membership team for further guidance before completing your application.

**All Associate members can upgrade to full Member (MCIL) 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 including at least one foreign language
- Other certificates, diplomas at degree and postgraduate level will be considered

**You also need** three years' work experience (averaging 120 days professional practice per year) using your foreign language skills, or two years (averaging 120 days professional practice per year) 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 Full Status you 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 will 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 a Chartered Linguist, in addition to the criteria stipulated for MCIL you must be regularly engaged in Continuing Professional Development (CPD) and be able to submit a two-year record of your CPD activities, plus supply a reflective statement and 12-month forward CPD plan. Please refer to the document 'Admissions Criteria for Chartership' available from [www.ciol.org.uk/clac](http://www.ciol.org.uk/clac) for further guidance.

## Fellow – FCIL

To be considered for Fellow (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 e.g. MBA/PhD

### 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 or your professional areas of expertise. For further guidance please read the document 'Admissions Criteria – Fellowship' available from [www.ciol.org.uk/fac](http://www.ciol.org.uk/fac).

## 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/fac](http://www.ciol.org.uk/fac).

All applications for Fellowship will be considered by the CIOL Membership Committee which meets regularly throughout the year. Please contact the membership team for forthcoming meeting dates.

## Chartership

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

---

## 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 the full CIOL membership appeals procedure.

---

## 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 should be made online. If this is not possible or for additional support please contact the membership team on +44 (0) 20 7940 3100.
3. 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.
4. The membership team considers membership applications throughout the year.
5. Special consideration cases and all Fellowship applications are automatically referred to the CIOL's Membership Committee which meets regularly throughout the year.
6. CIOL reserves the right to offer you a grade of membership that may be higher or lower than the grade applied for.
7. Non-UK awarded qualifications will be considered on the basis that CIOL is able to determine comparability to UK awarded qualifications.
8. CIOL will treat all applications equally, fairly and with impartiality and will not discriminate on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy, race or ethnic origin, religion or belief. Please refer to the full Equality, Diversity and Inclusion policy available from [www.ciol.org.uk/edi](http://www.ciol.org.uk/edi) for further information.
9. In all cases, CIOL's decision is final – see Making an Appeal above.

## 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 Membership year runs from 1 September to 31 August<sup>2</sup>. Membership will be effective from the date the applicant is notified until the following 31 August, on receipt of
  - 2.1 the specified membership subscription fee
  - 2.2 satisfactory references (as applicable)
3. 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)
4. You will also agree to your personal data being held by the CIOL for the duration of your membership; for full details on how we will use and protect your personal data please read the CIOL's Privacy Notice available from [www.ciol.org.uk/privacy](http://www.ciol.org.uk/privacy)
5. You agree to be listed in the Member Check facility, which will be accessible to the general public, via [www.ciol.org.uk/check](http://www.ciol.org.uk/check). In addition, if you are awarded chartership, you further agree to be listed as a Chartered Linguist on the Member Check facility. If you do not want to be listed in the Member Check facility, please contact the membership team on +44(02)07 940 3100 or by email [membershipteam@ciol.org.uk](mailto:membershipteam@ciol.org.uk)
6. You agree, wherever possible, to provide CIOL with a personal email address and to receiving emails and other communications in relation to the management of your CIOL membership. You will be given the opportunity to manage your own mailing preferences and to select which information you wish to receive from us via your online My CIOL account. For full details on how we will use and protect your personal data please read the CIOL's Privacy Notice available from [www.ciol.org.uk/privacy](http://www.ciol.org.uk/privacy)
7. Should your membership lapse, CIOL will retain your personal data for the following periods:
  - Financial data will be retained for a period of up to seven years
  - Membership data, including personal data, will be retained for a period of up to three years during which time we may contact you about events, offers and rejoining. For full details on how we will use and protect your personal data please read the CIOL's Privacy Notice available from [www.ciol.org.uk/privacy](http://www.ciol.org.uk/privacy)
8. CIOL reserves the right to add/delete and amend benefits and services without prior notification.
9. Membership fees are non-refundable.

---

<sup>2</sup> For IoLET Affiliates the membership year is for 12 months from the date of joining; for Student Affiliates the term of membership is determined by the length of the course being studied.