
Guidance Notes

Applying for Centre and Qualification Approval

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Introduction

The Chartered Institute of Linguists (CIOL) is the leading UK based membership body and charity for all language professionals. CIOL membership is diverse and includes translators and interpreters, language teachers, university lecturers and linguists who use their foreign language skills in business, the professions and government.

CIOL Qualifications (CIOLQ) is an Awarding Organisation and a charity associated with CIOL. We offer a range of vocational qualifications using language in a professional context designed to enhance career prospects. Qualifications are offered at various levels on the RQF Framework and which are regulated and well known by government departments, agencies, business, universities and schools.

When you become a CIOL Qualifications Centre, your candidates are entitled to become IoLET Affiliate members of CIOL for the duration of their course, giving them access to a worldwide network of linguists and the professional journal, *The Linguist*. Once candidates achieve our Level 6 and Level 7 qualifications (plus work experience), they are eligible for full membership of CIOL.

Approval

We welcome your application for approval as a CIOLQ centre to deliver our world class vocational translation, interpreting and other language qualifications. We will require you to have adequate systems and resources in place including staff and, where appropriate, equipment and materials, to support the hosting and administration of our qualifications. We require you to ensure you have resources and systems which support equality of access for candidates, as far as is practicable.

To offer any of our qualifications, your organisation must be one of our Approved Centres. To start the process of becoming a CIOL Qualifications (CIOLQ) Approved Centre, please complete the relevant forms.

We want to process your approval application as quickly as possible, so please read these guidance notes before you start completing the application form as they will help you to provide the right information.

The information that you provide will be protected by the Data Protection Act 1998 and will only be used with your consent.

All of the information that you need is detailed on the application. However, if you require assistance in completing any part of it, please contact qualifications@ciol.org.uk if you would like to discuss any aspect of becoming a centre offering our qualifications.

About this guidance

Please read the introductory information at the beginning of the application form, as you may not need to complete all sections.

The sections of the application form that you need to complete will depend on the qualifications you wish to offer and/or if you are already an approved centre with CIOLQ.

We have kept the form as simple as possible, whilst ensuring we capture all the information required. However, if you do not have enough space on the form to complete your details, please continue on a separate sheet, ensuring it is included with your completed form and that it has your organisation's details on each page.

The application form comprises four sections A to D and a Centre Declaration.

Please return your completed form and any attachments to: qualifications@ciol.org.uk

Once we have reviewed your application we will contact you to advise you about what happens next.

Credit checking

We reserve the right to obtain a credit report which will be used to determine the level of credit that we will grant. You need to have been established, and trading on credit terms, for a minimum of six months and able to supply us with two credit references.

Fees

Our current fees, including those required for inspection and approval visits, can be found in our [Invoicing, Fees and Billing Policy](#) on our website.

For qualifications and assessment where an inspection or additional visit applies, we will invoice you.

Centre visits

Centre approval visits

New centres will require an inspection visit prior to approval being agreed and this is included in the Centre Agreement fees.

All centres will need to ensure that they can meet the appropriate conditions as detailed in the JCQ Instructions for Conducting Examinations (ICE) guidance, along with our own guidance contained in relevant qualification specifications, quality assurance requirements, policies, procedures and any other guidance.

Information relating to exams requirement and our policies can be found via the following links:

- Joint Council for Qualifications – <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/>
- CIOLQ Policies – <https://www.ciol.org.uk/policies>

Annual quality visits

It is an Ofqual requirement that Awarding Organisations conduct annual visits to Centres, this will be included in your Annual Centre Renewal.

Additional centre visits

Sometimes it is necessary to conduct additional visits if we have serious concerns there may be a risk to the integrity of our qualifications and assessments. These additional visits will be mandatory and will be invoiced to Centres.

Visits to satellite centres

Please note the main centre is responsible for the quality assurance of any satellite centres. For additional venues please note an inspection visit and fee is required per venue.

Sections to complete

Section A – Centre details

This information provides us with your centre and contact details for our records.

Section B – Your organisation

This information helps us identify the type and structure of your organisation, approval history, and any approval or partnership that you may have with other awarding organisations.

Your organisation may be located at one address, or it may consist of different locations that are defined as satellite sites. You will need to identify these sites on the application form, all sites must be based in the UK and we reserve the right to visit satellite sites at our discretion and with your cooperation.

Section C – Qualifications

Please complete as per the example below:

Qualification number	Qualification title and level	Proposed start date	Average number of candidates per annum
501/1445/1	CIOL Qualifications Level 7 Diploma in Translation	January 2021	50

You may list more than one qualification on the form, although we advise centres to seek approval only for qualifications that they strongly believe will attract sufficient numbers within 6 months of the application and recommend that candidate numbers entered are as realistic as possible.

A full list of our qualifications can be found on our website and on the Regulatory Register of Qualifications <https://register.ofqual.gov.uk>

Section D – Declaration

Please read this section carefully. It should be signed by the Head of Centre/Principal/Chief Executive who is accountable for your centre. By signing the declaration you are confirming that all of the information provided is accurate and you commit to undertake the relevant actions to maintain the integrity of our qualifications and assessment.

Appendix A – CIOLQ criteria for new applications

To deliver our qualifications, you need to meet the approval criteria as detailed in the Centre Agreement.

For each qualification for which you are requesting approval, you will need to provide us with evidence that you comply with the appropriate criteria.

Please read all of the criteria and indicate in the box alongside each one when you will be providing supporting evidence.

Appendix B – CIOLQ criteria for existing centres

If you are already approved with CIOLQ for at least one qualification and are seeking approval for further, please complete this section. You will be required to provide us with evidence that you continue to comply with the criteria and indicate in the box alongside each one.

Associated documents

Document	Purpose
Centre Agreement	Written and enforceable contract for centres wanting to deliver learning and/or assessment to candidates
Centre staff update	Form for approved centres to inform us of any changes in staffing in your delivery or exam centre
Qualification Approval	To apply for further qualifications to be added to your Centre Approval
Declaration of Interests	To confirm that there are no conflicts of interest that may stop you from being able to offer our qualifications and assessment (to be completed and submitted along with Centre Agreement Application)
Annual Centre Renewal	Annual signed declaration for continued Centre Approval
Application for Delivery Centre and Qualification Approval	Initial application to become a Delivery Centre
Application for Exam Centre Approval	Initial application to become an Exam Centre
Application Guidance for Centre and Qualification Approval (this document)	Guidance information on the process and forms

Policy version and owner

Policy review date	September 2021
Policy owner	Responsible Officer

Regulatory references

Ofqual General Conditions of Recognition
Condition C2: Arrangements with Centres
Qualifications Wales
Condition C2: Arrangements with Centres