

## CIOL RVC Scheme

Welcome to the Chartered Institute of Linguists, CIOL, the UK professional lead for languages.

Founded in 1910 and granted its Royal Charter by HM Queen Elizabeth II in 2005, CIOL's work with language communities around the world as well as in the UK promotes collaboration and partnership with other societies and associations, departments of state, universities and business organisations with whom we share an understanding of the value, importance, benefits and joys of language use and language learning. Our Charter supports us and you in this endeavour, in particular by expecting CIOL to:

contribute towards international goodwill by encouraging the effective study and practice of languages;

provide means of recognising linguists who are qualified in the professions, the arts, the sciences, industry, trade and commerce;

provide linguistic assistance for and co-operating with any person or groups of persons interested in the use, teaching or study of languages.

The CIOL's Recognition, Validation and Certification (RVC) Scheme delivers on these responsibilities and promises. Working together, we can jointly encourage wider participation in language learning, promote broader recognition for, and certification of, language learners and offer enhanced opportunities for those taking their multilingual skills into the workplaces of the profession, academia, government and business.

The scheme, with its different levels and recognitions, offers flexibility and progression whatever your activities and ambitions and we look forward to being able to work with you in supporting language learners, language professionals and other language practitioners.

### 1 Introduction

CIOL's RVC Scheme is specially designed to offer organisations delivering **language education, vocational learning or assessments** for linguists, a formal means to achieve external recognition, validation and certification of their programmes and activities through alignment with the UK professional lead for languages. The scheme is open to any organisation, anywhere in the world, in the field of languages (learning, assessment or training) that meets the criteria required for each level of the scheme.

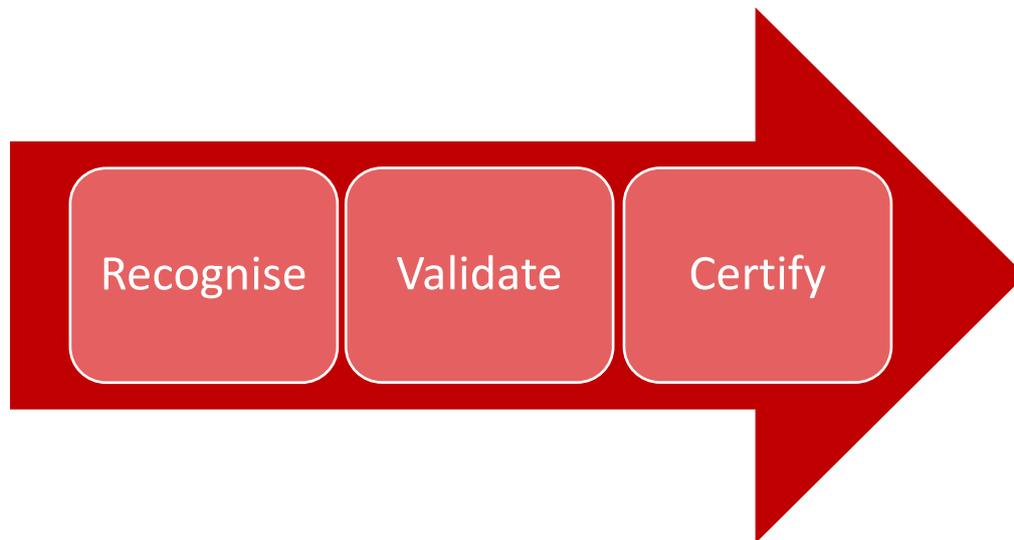
The scheme provides an easy to access set of recognitions, at different levels, that benefit organisations in evidencing their professionalism, demonstrating the rigour of their programmes and benefit their learners in providing added-value certifications to prove their knowledge and skills development.

The scheme is suitable for general language learning programmes at CEFR (Common European Framework) level B1 and above, training for working professionals and learning or development programmes for specialist linguists e.g. interpreters, translators.



## 2 Scheme Structure and Benefits

There are 3 levels of recognition. Each level requires prior achievement and compliance with earlier levels i.e. to have a programme certified, it must already be recognised and validated.



### CIOL RECOGNISED PROGRAMME

CIOL **RECOGNISES** a specific learning, development or assessment programme delivered by a requesting organisation whose professionalism, standing, purpose, values and practices should align in principle with those of CIOL.

#### Benefits for your organisation:

- Formal recognition from the Chartered Institute of Linguists, CIOL
- Proof of alignment with the UK's premier, chartered professional lead for languages, building and enhancing your reputation and standing
- Improved learner recognition, adding value to your learner offer
- A Recognised Programme logo for use in marketing and promotional materials
- Inclusion of CIOL Recognised Programme logo on certificates

### CIOL VALIDATED PROGRAMME

CIOL recognises the programme and additionally **VALIDATES** it in respect of its rationale, construct, objectives, learning outcomes, rigour of delivery and quality of service to learners

Benefits for your organisation:

- Formal validation from the Chartered Institute of Linguists, CIOL, including a confidential validation report with free-to-use, non-confidential summary statement for public use
- Confirmation and verification from the UK's premier, chartered professional lead for languages of your programme's structure, content, delivery and learner experience
- Enhanced evidence of your programme's value for clients and to help grow your markets
- Broader recognition for the achievements of your learners
- Annual programme review with revalidation report
- A Validated Programme logo for use in marketing and promotional materials
- Inclusion of CIOL Validated Programme logo on certificates

### CIOL CERTIFIED PROGRAMME

CIOL **CERTIFIES** that the programme, policies and practices are well implemented, subject to comprehensive quality management and continual improvement, such that student outcomes and awards can be reliably tested and verified and carry the confidence of stakeholders, employers and other language professionals.

Benefits for your organisation:

- Formal certification by the Chartered Institute of Linguists, CIOL, including a confidential certification report with free-to-use, non-confidential summary statement for public use
- Certified confirmation of programme for your learners to use as evidence for further learning or for prospective employers
- Implementation of a certification agreement including review and moderation processes for programme
- Annual certified programme review and report with free-to-use, non-confidential certification statement for public use
- A Certified Programme logo for use in marketing, promotional materials
- Inclusion of CIOL Certified Programme logo on certificates
- Connection to International 'CIOL Certified' peer organisations and networking
- Enhanced access to further professional learning opportunities



### 3 Scheme Requirements

Organisations applying for recognition at each level should prepare to meet the following criteria and submit the relevant form(s) and evidence at the relevant level for which they seek recognition.

CIOL RECOGNISED PROGRAMME
<p><b>Criteria</b></p> <ul style="list-style-type: none"> <li>• Offered by a provider whose purpose, mission, core values and ethics align to those of CIOL</li> <li>• Provides an appropriate construct, format and delivery methodology to meet the programme’s aims and objectives</li> <li>• Programme to be formally established, currently running and able to demonstrate consistent learner take-up</li> <li>• Relevant documentation/evidence available outlining governance of programme(s) and appropriate, related policies in place</li> <li>• Appropriate level of quality assurance in place, including links with any other parties</li> <li>• Financial performance that demonstrates stability and profitability</li> <li>• Compliance with due diligence checks</li> </ul>
<p><b>Application</b></p> <ul style="list-style-type: none"> <li>• CIOL Recognise Application Form</li> <li>• Supporting evidence to satisfy the criteria above</li> </ul>
<p><b>Process</b></p> <p>Organisations wishing to have a programme recognised should contact CIOL in the first instance (see Section 5) for an informal discussion. An initial approval to proceed will be given, after which the organisation completes the application form and provides all required supporting evidence.</p> <p><i>CIOL reserves the right to reject applications where sufficient evidence is not available to support the application. Reasons for rejection will always be given.</i></p>
<p><b>Timescale</b></p> <p>Max. 4 weeks.</p> <p>CIOL aims to review all applications within 3 weeks of receiving an application and the supporting evidence. An outcome will be confirmed within one week of the review being completed.</p>
<p><b>Logo</b></p> <p>The CIOL RECOGNISED PROGRAMME logo may be used, in accordance with CIOL’s style guide, on the organisation’s website, marketing materials etc in relation to the recognised programme only. Additionally, the CIOL RECOGNISED PROGRAMME logo and/or crest may be added to individual candidate certificates, with agreed wording referencing the programme and not the individual candidate result and in accordance with CIOL’s style guide and subject to approval by CIOL.</p>



## CIOL VALIDATED PROGRAMME

An organisation can request validation of a programme, following recognised status, by meeting the following additional criteria.

### Criteria:

- Provide evidence of programme recognitions by any other third parties
- Have a full specification for the programme with outline curriculum/content and level descriptors, where relevant
- Have a clearly defined rationale, supporting aims and objectives, defined learning outcomes and an appropriate structure and format
- Be able to demonstrate that content is relevant and at the right level
- Use only professionals with appropriate qualifications and experience to manage and deliver the programme
- Have appropriate learning/assessment quality assurance policies and mechanisms in place
- Strategic planning in place for development, investment and growth

### Application

- CIOL Validated Programme Application Form
- Supporting evidence to satisfy the criteria above.

### Process

If an organisation seeks to validate a programme which is not already recognised, both applications may be made at the same time but consideration of the Validated Programme application will happen only once CIOL has accepted to recognise the programme.

An organisation seeking to validate a programme should send the application form and all relevant supporting evidence to CIOL (see Section 5) together with proof of Recognised Programme status if appropriate.

### Timescale

Max. 6 weeks

CIOL aims to review the application and supporting evidence within 3 weeks. An initial, conditional 'in principle' approval will be given first subject to any request for further information or evidence. A meeting may be requested to resolve any outstanding issues. A final decision will be reached after a further 3-week period subject to all information/documentation being provided promptly.

*CIOL reserves the right to reject applications where sufficient evidence is not available to support the application. Reasons for rejection will always be given.*

### Logo

The CIOL VALIDATED PROGRAMME logo may be used, in accordance with CIOL's style guide, on the organisation's website, marketing and promotional materials etc but only in relation to the programme which is validated. Additionally, the CIOL VALIDATED PROGRAMME logo and/or crest may be added to individual candidate certificates, with agreed wording referencing the programme and not the individual candidate result and in accordance with CIOL's style guide and subject to approval by CIOL.



## CIOL CERTIFIED PROGRAMME

The CIOL certified programme status is intended for organisations which have been recognised and validated, and for which the organisation seeks certification of its programme from CIOL. An organisation can request a programme to be certified, following validated status, by completing a review and self-assessment of their programme activity and plans for ongoing and continual improvement.

### Criteria:

- Processes for self-assessment of programme activity and ongoing and continual improvement
- Detailed rationale for methodology and approach
- In-depth process for content creation and validation
- Full breakdown of marking and moderation processes and evidence that they are applied
- Full breakdown of grading and award processes and how they are applied
- Demonstrate systematic and consistent application of quality assurance models
- Proof of all relevant policies (appeals, special consideration etc)

### Application

- CIOL certified programme application form
- Supporting evidence to satisfy the criteria above by completion of a Review & Self-Assessment Form

### Process

CIOL expects a programme to already be recognised and validated for 12 months before an application for certified status is made. All applications may be made at the same time, but consideration of the Certified Programme application will happen only once CIOL has accepted to recognise and validate the programme.

An organisation seeking to certify a programme should send the application form, Review and Self-Assessment form and all relevant supporting evidence to CIOL (see Section 5) together with proof of Recognised/Validated Programme status.

### Timescale

Max. 2 months (assuming recognised/validated programme in place)

CIOL aims to review all applications initially within 3 weeks of receiving an application and all supporting evidence. An online or on site meeting will then be arranged to discuss the proposed certified programme in more detail. A two week window is allowed for the meeting and completion of any resulting actions. A further review takes place within the following three weeks followed by, where necessary a final meeting to agree the certified programme details.

### Logo

The CIOL CERTIFIED PROGRAMME logo may be used, in accordance with CIOL's style guide, on the organisation's website, marketing and promotional materials etc but only in relation to the programme which is certified. Additionally, the CIOL CERTIFIED PROGRAMME logo with crest may be added to individual candidate certificates, in accordance with CIOL's style guide and subject to approval by CIOL.



## 4 Scheme Fees

For language, professional and vocational qualifications and training:

a. <i>Recognised Programme</i>	<b>£595</b>	First Year, includes set up and review fee
	<b>£395</b>	Second Year and beyond review fee
b. <i>Validated Programme</i>	<b>£995</b>	First Year, includes set up fee and report report with recommendations
	<b>£595</b>	Second, Third, Fourth and Fifth Year including annually updated report
c. <i>Certified Programme</i>	from <b>£1,995</b>	Dependent on scale and complexity
	<b>£795</b>	Second, Third, Fourth and Fifth Year including annually updated report

## 5 Contact CIOL

For information and enquiries, please contact Dom Hebblethwaite, Head of Ventures at [dom.hebblethwaite@ciol.org.uk](mailto:dom.hebblethwaite@ciol.org.uk)

Application forms and supporting evidence should be emailed to Dom Hebblethwaite at the above address.

