

CIOL RVC Recognition Scheme

Welcome to CIOL, the Chartered Institute of Linguists, 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 Scheme (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 Recognition Scheme is specially designed to offer organisations delivering **language education, continuing professional development (CPD), vocational learning or assessments** for linguists, a formal means to achieve external recognition and validation of their programmes and activities through alignment with the UK professional lead for languages as well as joint certification or accreditation of their learners. The scheme is open to any organisation, anywhere in the world, in the field of languages (learning, assessment, training or CPD) 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.

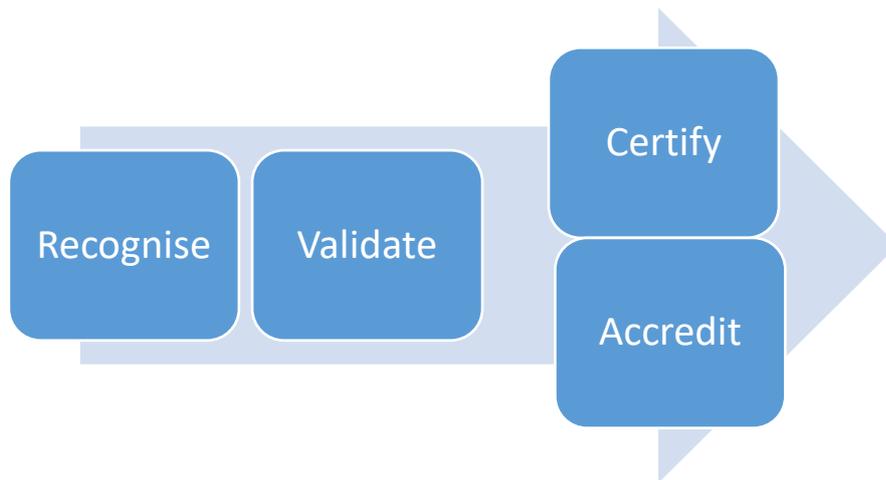
The scheme is suitable for general language learning programmes at CEFR (Common European Framework) level B1 and above, training for working professionals and learning or development programmes for specialist linguists e.g. interpreters, translators.



2 Scheme Structure and Benefits

There are 3 levels of recognition with two options available at the third level. Each level requires prior achievement and compliance with earlier levels i.e. to have a programme certified or accredited, it must already be recognised and validated.

Organisations may have a mixture of certified and accredited programmes.



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 CIOL, the Chartered Institute of Linguists
- 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, achievement of objectives, learning outcomes, rigour of delivery and quality of service to learners

Benefits for your organisation:

- Formal validation from CIOL, the Chartered Institute of Linguists, 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 jointly **CERTIFIES** one of your existing programmes through active review and/or moderation of the programme including input to, and agreement of learner outcomes and results.

Benefits for your organisation:

- Joint certification from your organisation and CIOL, the Chartered Institute of Linguists of learners completing a validated programme
- Certified confirmation of achievements for your learners to use as evidence for further learning or for prospective employers
- Enhanced access to further learning opportunities and certification/accreditation pathways
- Implementation of a joint certification agreement including review and moderation processes for programme and learner outcomes
- 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 logo on certificates



CIOL ACCREDITED PROGRAMME

CIOL creates a new, bespoke formal assessment for an existing or new programme and jointly **ACCREDITS** its learning outcomes, at relevant levels, for those completing the programme

Benefits for your organisation:

- Added value of a bespoke assessment accrediting your learning programme(s) created by CIOL, the Chartered Institute of Linguists
- Expert assessment design, tailored to specific requirements, from the UK's professional lead for languages and specialists in language qualifications Joint certification of learners confirming their achievements as evidence for further learning or for prospective employers
- Enhanced access to further learning opportunities and certification/accreditation pathways
- An Accredited Programme logo for use in marketing and promotional materials
- Inclusion of CIOL logo on certificates



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>Criteria</p> <ul style="list-style-type: none"> • Offered by a provider whose purpose, mission, core values and ethics align to those of CIOL • Provides an appropriate construct, format and delivery methodology to meet the programme’s aims and objectives • Programme to be formally established, currently running and able to demonstrate consistent learner take-up • Relevant documentation/evidence available outlining governance of programme(s) and appropriate, related policies in place • Appropriate level of quality assurance in place, including links with any other parties • Financial performance that demonstrates stability and profitability • Compliance with due diligence checks
<p>Application</p> <ul style="list-style-type: none"> • Scheme Application Form • Company Information and Declaration Form • Supporting evidence to satisfy the criteria above
<p>Process</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. <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>Timescale</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>Logo</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 seek joint certification from CIOL. An organisation can request a programme to be certified, following validated status, by meeting the following additional criteria. In order for a programme to be certified by CIOL, it must contain an element of learner assessment against learner outcomes.

Criteria:

- Detailed rationale for methodology and approach
- Processes for content creation and validation
- Breakdown of any marking and moderation processes and how they are applied
- Evidence of any grading and award processes and how they are applied
- Demonstrate systematic and consistent quality assurance models
- Provide proof of all relevant policies (appeals, special consideration etc)
- Be able to provide overview (anonymised) learner data for up to two previous years

Application

- CIOL certified programme application form
- Supporting evidence to satisfy the criteria above.

Process

CIOL usually expects a programme to already be recognised and validated before an application for certified status is made. In exceptional cases, 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 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. A meeting will then be arranged to discuss the proposed certified programme in more detail, including the level of involvement of CIOL in the assessment and award process. 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 a final meeting to agree how the certified programme will work.

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 logo and/or crest may be added to individual candidate certificates, in accordance with CIOL's style guide and subject to approval by CIOL.



CIOL ACCREDITED PROGRAMME

The CIOL accredited programme status is intended for programmes which have been recognised and validated but for which there is not formal assessment of learning outcomes.

Organisations can ask CIOL to create a bespoke assessment of learning outcomes for their programme.

Application

- CIOL accredited programme application form

As accredited programme status is a bespoke service, supporting evidence will be requested as part of the assessment development process.

Process

As accredited programme status is a bespoke service, processes will be defined as part of the assessment development.

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

Timescale

As each accredited programme is a bespoke project tailored on an individual basis, timescales will be confirmed case by case.

Logo

The CIOL ACCREDITED 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 accredited. Learner certificates will be designed by CIOL and bear the CIOL logo and/or crest.



4 Scheme Fees

For language Qualifications:

- | | | |
|--------------------------------|---------------|---|
| a. <i>Recognised Programme</i> | £595 | First Year, includes set up and review fee |
| | £395 | Second Year and beyond review fee |
| b. <i>Validated Programme</i> | £995 | First Year, includes set up fee and report
report with recommendations |
| | £595 | Second Year and beyond including annually
updated report |
| c. <i>Certified</i> | £1,495 | plus a per candidate fee for moderation, on
demand on a case by case basis |

For CPD programmes and language training courses:

- | | | |
|--------------------------------|-------------|---|
| a. <i>Recognised Programme</i> | £395 | First Year, includes set up and review fee |
| | £200 | Second Year and beyond review fee |
| b. <i>Validated Programme</i> | £795 | First Year, includes set up fee and review
report with recommendations |
| | £300 | Second Year and beyond including annually
updated report |
| c. <i>Certified Programme</i> | | On demand on a case by case basis |

5 Contact CIOL

For information and enquiries, please contact Dom Hebblethwaite, Head of Ventures at dom.hebblethwaite@ciol.org.uk

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

