# CIOL RVC Accreditation

Welcome to the Chartered Institute of Linguists, the UK's 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, government departments, universities and businesses 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 committing CIOL to the mission of:

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

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

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

CIOL's Recognition, Validation and Certification (RVC) accreditation helps us to deliver 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. We can also offer enhanced opportunities for those taking their multilingual skills into schools, universities, the professions, governments and public services, businesses and the not-for-profit sector.

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

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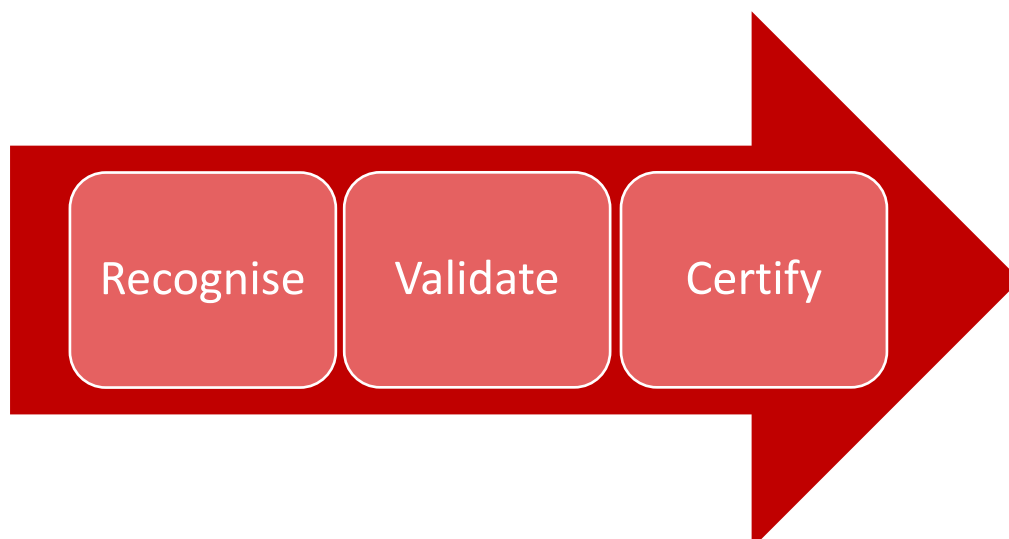
# 1    Introduction

CIOL's RVC accreditation is specially designed to offer organisations delivering **language education, vocational learning and assessment** for linguists, a formal means to achieve external recognition, validation and certification of their programmes 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 which meets the criteria required for each level of the scheme.

The scheme provides an easy-to-understand set of recognitions, at different levels, that benefit organisations in demonstrating the rigour of their programmes and evidencing their standards and professionalism; and which also benefit their learners in providing a added-value proof of the level of knowledge and skills development their programme or assessment demands.

The scheme is suitable for adult general language learning programmes at Intermediate level and above (CEFR/Common European Framework level B1, or equivalent, and higher), including language training for work or for working professionals and learning or development programmes for linguists e.g. teachers, educators, interpreters, translators etc.

# 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 validated it must already be recognised, to have it certified, it must normally have already been recognised and validated for a minimum of one year.

Recognise    Validate    Certify

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# CIOL RECOGNISED PROGRAMME

**CIOL RECOGNISES** a specific learning, development or assessment programme delivered by a requesting organisation whose professionalism, standing, purpose, values and practices align 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 VALIDATES** the programme in respect of its rationale, construction, content, programme outcomes, rigour of delivery and quality standards.

Benefits for your programme:

- 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

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- 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 properly tested and verified and carry the confidence of stakeholders, employers and other language professionals.**

Benefits for your organisation:

- The highest level of endorsement 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 RVC 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 |
|---|
| **Criteria**<br>• Offered by a provider whose purpose, mission, core values and ethics align to those of CIOL<br>• Provides an appropriate construct, format and delivery methodology to meet the programme's aims and objectives<br>• Programme to be formally established, currently running and able to demonstrate consistent learner take-up<br>• Relevant documentation/evidence available outlining governance of programme(s) and appropriate, related policies in place<br>• Appropriate level of quality assurance in place, including links with any other parties<br>• Financial performance that demonstrates stability and profitability<br>• Compliance with due diligence checks |
| **Application**<br>• CIOL Recognise Application Form<br>• Supporting evidence to satisfy the criteria above |
| **Process**<br>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.<br>*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**<br>Max. 4 weeks.<br>CIOL aims to review applications within 2 weeks of receiving an application and the supporting evidence. An outcome will usually be confirmed within one week of the review being completed. |

**Logo**

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.

## 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.

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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 already been recognised and validated, and for which the organisation seeks a higher level of certification of its programme from CIOL. An organisation can request a programme to be certified, once validated for a minimum period of 24 months, by completing the application process detailed separately in the CIOL Certified Programme Handbook.

**Criteria in brief**:

- Clear ownership and leadership to ensure ongoing compliance
- Consistently high standards governing programme design, content, delivery and assessment
- Rigorous quality assurance processes embedded in the programme
- Appropriate staff resourcing and skills
- Relevant feedback across all stakeholders to ensure continual improvement and demonstrate added value
- Programme produces highly qualified linguists adding to global intercultural assets

**Application**

- See CIOL Certified Programme Guidance

**Timescale**

Max. 2 months from the date of application

**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.

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## 4.    Discontinuing or downgrading approvals

Whilst in an ideal world it would be desirable for every RVC programme to remain at its approved level, in practice this is unlikely to be the case for two main reasons:

- **Partner withdrawal** - partner organisation may choose not to continue with RVC recognition. For example: for budgetary reasons, changes to strategy or if a language programme is discontinued.

- **New information comes to light:** CIOL may decide it is necessary to discontinue or downgrade an approved level due to new information coming to light which affects confidence levels in the approval. This could happen during annual reviews or if problematic feedback is received during the year.

CIOL will always seek to ensure that any decision to cease or downgrade approval of an RVC programme is impartial, rigorous and fair:

- **When a partner withdraws** - the process is straightforward, refunds will not normally be offered if this occurs in-year but there is no charge if a partner chooses not to renew their RVC approval. On so doing the partner must cease use of their CIOL RVC logo.

- **When new information comes to light:** the guiding principle is that any move to downgrade or cease approval will be based on consultation and due deliberation before a final decision. CIOL reserves the right to withdraw RVC approval, but as a gesture of goodwill (and depending on the context) if an approval is withdrawn in-year a refund for the time remaining on the original approval may be offered or in the case of a downgrade, continuation at the fee relevant to that level of approval.

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# 5    Scheme Fees

**For Higher Education programmes\*:**

    a.  ***Recognised* Programme**    **£595**    Year one, includes set up and review fee

                                                      **£295**    Second year and ongoing annual review fee

    b.  ***Validated* Programme**    **£995** Year one, includes set up fee and report with recommendations

                                                      **£395**    Second, third, fourth and fifth year including annual reviews and updates

    c.  ***Certified* Programme**  from **£995** Dependent on scale and complexity

                                                      **£495**    Second, third, fourth and fifth year including annual review and update

# 6    Contact CIOL

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

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

\* For language, translation, or interpreting courses/qualifications outside the Higher Education system, including commercial and professional training providers, please contact Dom Hebblethwaite to discuss options.