

# Admissions Criteria for Membership

## Introduction

Applications for CIOL membership are open to aspiring linguists, language teachers, those who use languages in their work, professional translators and interpreters 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 modern foreign languages. 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.	Student Affiliate		(none)
2.	CIOLQ Affiliate <sup>1</sup>		(none)
3.	Career Linguist Affiliate		(none)
4.		Associate	ACIL
5.		Member	MCIL
6.		Fellow	FCIL

## Professional grades

Achieving professional membership of CIOL demonstrates that you have met the requirements and standards for good practice in the professional use of your language skills.

Membership is open to all those who use their foreign language skills in a professional context, whether employed or freelance. This includes interpreters, translators, and modern foreign language teachers and lecturers, providers of specialist language services and linguists who work in public services, business, commerce and industry. Our professional grades are for practicing 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
- references
- contribution to the profession (Fellowship applicants only)

<sup>1</sup> CIOLQ is [CIOL's associated educational charity](#), charity number 1090263. It is an awarding organisation accredited by Qfqual – Office for Qualifications and Examinations Regulation.

## Pre-professional grades

The three affiliate grades are for linguists:

- who are studying 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
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## 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 should apply to join as an IoLET Affiliate – see below.**

### CIOL Qualifications (CIOLQ) Affiliate

CIOL Qualifications is an awarding organisation approved by Ofqual 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 CIOLQ 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 CIOLQ 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 years' 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 (National Register of Public Service Interpreters) and hold Interim Status

### **Associate – ACIL (For Translators, Interpreters and people not involved in Education)**

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 ie Business and German
- other certificates, diplomas at degree and postgraduate level will be considered

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

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

**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 may 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 once they have obtained the requisite work experience and/or qualifications.**

### **Associate – ACIL (Education Pathway)**

To become an Associate member (ACIL), you will normally have one or more of the following qualifications:

- 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 or two years part-time experience

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 (For Translators, Interpreters and people not involved in Education)**

To become a full Member (MCIL), you will normally have one or more of the following qualifications:

- CIOLQ Diploma in Translation
- CIOLQ Diploma in Public Service Interpreting
- CIOLQ 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** a minimum of three years' work experience (averaging 120 days professional practice per year) using your foreign language skills, two years experience (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 (National Register of Public Service Interpreters) Full Status you will 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.

### **MCIL (Education Pathway)**

Applicants for full Member grade will normally be practising educators with the following:

- A degree at any academic level in their non-native language or language specialism, plus three years' experience current full-time\* or 5 years part-time\*\* work using your language skills in Education over a longer period is also acceptable

Other certificates and diplomas (at degree and post graduate level) will also be considered on the basis that CIOL is able to determine comparability through UK NARIC, other degrees obtained as a result of sitting an exam at C1 or above in Common European Framework of Reference for languages (CEFR) scale.

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 an education context, then we may be able to treat your application as a special consideration case. Please contact the membership team for further guidance before completing your application.

\*CIOL considers full time work a minimum of 120 days per year

\*\*Part-time should be at least 50 days per year or should go through as a special case

**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** (averaging 120 days professional practice per year) **using your foreign language skills in a professional context**, then we may be able to 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 chartered, 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, a reflective statement and 12-month forward CPD plan. Please refer to the document [Admissions Criteria for Chartership](#) available from [www.ciol.org.uk/chartership](http://www.ciol.org.uk/chartership) for further guidance.

### Fellow – FCIL

To be considered for Fellowship (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

### 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. 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 Applications Committee which meets regularly throughout the year. Please see [www.ciol.org.uk](http://www.ciol.org.uk) for dates.

### Chartership

Applicants for MCIL may also be eligible for chartership. To become chartered, in addition to the criteria stipulated for FCIL you must be regularly engaged in Continuing Professional Development and be able to submit a two-year record of your CPD activities, 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).

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### 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 membership assessment. Please visit

## 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 CIOLQ Affiliate) must be accompanied by an assessment fee of £25.00 which is non-refundable.
4. The Membership team considers membership regularly.
5. Special consideration cases and all fellowship applications are automatically referred to the CIOL's Applications Committee which meet 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 based on your application.
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 assignment, 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.

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## 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 term of membership for Student Affiliates is determined by the length of the course being studied.
3. Applications for membership are accepted at any time of the year. Membership is on a rolling 12-month period from the date your application is confirmed, on receipt of
  - 3.1 the specified membership subscription fee
  - 3.2 satisfactory references
4. 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).
5. 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)

6. You will also agree to be listed in the CIOL register of members and the related 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 (0) 207 940 3100 or by email [membershipteam@ciol.org.uk](mailto:membershipteam@ciol.org.uk)
7. You agree wherever possible, to provide CIOL with a personal email address (where available) and to receiving emails and other communications in relation to 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 page. 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. 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 re-joining. 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)
9. CIOL reserves the right to add/delete and amend benefits and services without prior notification. Membership fees will not be refunded (either fully or partially) if a benefit or service is amended or removed (permanently or temporarily).
10. Once a member, if you have a listing or listings in the Find-a-Linguist Directory CIOL will not be liable to you in respect of any losses or potential losses arising from the Directory (or your listing) being off-line or inaccurate.
11. Assessment and membership fees are non-refundable.