

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		(none)
2.	Study Affiliate		(none)
3.	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 practising 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)

Pre-professional grades

The three affiliate grades are for linguists who are:

- studying an academic, vocational or professional language qualification
 - just starting their career
 - using 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 may apply to join as a Study Affiliate – see below.

Study Affiliate

Study Affiliate is designed to support those people studying for a professional qualification in Translating or Interpreting and can support those taking the following exams:

- CIOL Qualifications (CIOLQ¹) Level 7 Diploma in Translation
- CIOLQ Level 6 Diploma in Police Interpreting
- CIOLQ Level 6 Diploma in Public Service Interpreting
- CIOLQ Certificate in Bilingual Skills

To join, a person should be studying or taking an exam outside of University or Schooling. This is the first taste of membership with CIOL but is not considered a professional membership.

Affiliate

CIOL Affiliate is open to anyone using their language skills in a professional context, or language practitioners who do not yet meet the entry criteria to be admitted as an Associate.

You can also apply if your language skills are of a standard to be a valuable professional tool but are not the sole or main focus of your work (for example a person who works in marketing and uses their second language to support this role).

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

Who can become a CIOL Affiliate?

You can apply to become CIOL Affiliate if you are a bilingual or multilingual professional who meets one of the following criteria:

- Have a minimum of two years' recent work experience using their languages professionally as part of another role
- Have a language degree in translation or interpreting or one in a second language but no current working experience
- Hold a lower-level qualification such as a Level 3 community interpreting qualification and/or the CIOLQ [Certificate in Bilingual Skills](#) (CBS) or equivalent qualification along with two years' working experience.

As an applicant you will need to provide a CV that demonstrates that you match the above criteria along with two referees who can confirm the quality of your work in your non-native language.

Please note Affiliate members receive no AGM voting rights and are not entitled to use CIOL designatory 'letters' after their name.

Professional grades

Associate – ACIL

To become a CIOL Associate member (ACIL), you will normally hold one or more of the following qualifications:

- CIOL Qualifications (CIOLQ) Diploma in Translation
- CIOLQ Diploma in Public Service Interpreting
- CIOLQ Diploma in Police Interpreting
- A BA or higher degree in a second language
- A BA or higher degree in translation or interpreting
- A joint honours degree which includes a significant language component, e.g. Business and German

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

Other certificates and diplomas (at degree and post graduate level) may also be considered on the basis that CIOL is able to determine comparability through Ofqual or Ecctis.

Given the applied nature of their qualifications, holders of the Level 7 CIOLQ Diploma in Translation, Level 6 CIOLQ Diploma in Public Service Interpreting or the Level 6 CIOLQ Diploma in Police Interpreting are directly eligible for Associate membership on achieving their qualification. Holders of Masters degrees in Translation and Interpreting are also likely to be directly eligible for Associate membership subject to confirmation by the Membership team.

As an applicant you will need to provide a CV that demonstrates that you match the above criteria along with two references, which confirm the quality of and your ability to work in your non-native language.

Special Consideration

If you do not meet the criteria for Associate above (for example you do not hold one of the required qualifications) but you can evidence at least three years' work experience (minimum of 120 days per annum) making use of your language skills to a professional level (as set out in the [CIOL Professional Language Levels Framework](#)), 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 Special Consideration 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, for example 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 Level 7 Diploma in Translation
- CIOLQ Level 6 Diploma in Public Service Interpreting
- CIOLQ Level 6 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 for further guidance.

Fellow of The Chartered Institute of Linguists – FCIL

Fellowship is CIOL's highest level of professional membership and may be awarded to a Member with a high level of linguistic competence and distinguished service to languages, who will then be expected to become a role model and ambassador for CIOL and the language profession. Thus the purpose of the Fellowship award is to recognise and encourage ongoing service to the profession, languages and other linguists, rather than to confer status or recognise time as a Member.

A fellow embraces language(s), leads within the profession, pushes boundaries in their work and activities, and seeks opportunities to share their knowledge and expertise.

When considering an award of Fellowship, the Membership Committee will attach particular importance to an applicant's personal statement looking at their career progression, their contributions to the profession and others, and their standing as a linguist. They will then consider the application, informed by the criteria below:

FCIL Criteria

Ample evidence of a sustained service/contribution to the personal growth and success of others, the wider language profession and/or the promotion of the study and wider use of languages, through one or more of the following endeavours:

- Academic research and publication
- Teaching and scholarship
- Contribution to the Continuous Professional Development (CPD) of others
- Mentoring
- Advocacy
- Supporting the societies, divisions and governance of CIOL
- Other contribution clearly demonstrating that the applicant meets the criteria

Advice to Applicants:

To be considered for Fellowship (FCIL), you will normally be a full Member of CIOL (MCIL). In addition, you will have made a sustained and significant contribution to languages and the language profession over-and-above the ordinary performance or professional contribution/output expected as part of your work. This should include a significant contribution to the growth and development of others. Applicants for Fellowship will normally have a minimum of 10 years' experience in the languages profession.

For members, applications to upgrade to Fellowship may be considered by CIOL once a member has completed 12 months' membership at MCIL level.

For non-members, applications for Fellowship may be considered by CIOL once the applicant has completed 12 months' membership at MCIL level.

All applications for Fellowship will be considered by the CIOL Applications Committee which meets regularly throughout the year.

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.

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 www.ciol.org.uk/appeals for more information.

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.
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 Study 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 meets 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 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.
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.
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 CIOL's Privacy Notice available from 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. 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.
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 CIOL's Privacy Notice available from 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.

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.