

Total Qualification Time (TQT) Policy

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Introduction

The Chartered Institute of Linguists (CIOL) the leading UK based membership body for language professionals, offer a suite of qualifications through CIOL Qualifications (CIOLQ). These qualifications set across differing levels require different qualification times and this policy sets out the requirements for Total Qualification Time (TQT) and what activities have been included in its calculation for CIOL Qualifications.

Scope

This policy is aimed at internal CIOLQ staff, candidates, course providers and teaching staff delivering courses leading to our qualifications.

Rationale for Total Qualification Time (TQT)

In line with the introduction of the Regulated Qualifications Framework (RQF), the regulators stipulated a new requirement that all qualifications, open to registrations post 31 December 2017, needed to be allocated with Total Qualification Time (TQT).

CIOLQ must ensure that the TQT hours align appropriately against the requirements for Guided Learning Hours (GLH), number of hours. Qualification hours must be kept under review and be revised if appropriate.

The size of a qualification is no longer determined by the credit value, although qualifications can still be credit-based, but by assigning a number of hours of TQT and a number of hours of GLH to a qualification.

Components of TQT

TQT is made up of the following two elements:

1. The number of hours which the CIOLQ has assigned to a qualification for GLH. GLH refer to contact teaching hours. Where a qualification follows a unitised structure, CIOLQ will allocate each unit with a GLH value but where a qualification does not follow a unitised structure, GLH will be allocated to the qualification as a whole.
2. An estimate of the number of hours a Candidate will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including taking an assessment or private study that does not include direct contact with the assessor.

TQT and Qualification Size

Where a qualification contains a choice of optional routes which currently have differing numbers of hours for Guided Learning, for example, if there are minimum and maximum hours, it will be the lowest number of those hours that will be assigned to the qualification.

The size of a qualification is denoted by the terms Award, Certificate or Diploma and in the past, we related this to the credit value of qualifications but now relate this to allocated TQT value.

We attach the following references to the allocation of our qualification sizes.

- Award has a TQT value of 120 hours or less
- Certificate has a TQT value of 121-369 hours
- Diploma has a TQT value of 370 or more hours

Activities that count towards GLH and TQT

Examples below, although not exhaustive.

Type of Activity	GLH	TQT
Traditional class learning supervised by the lecturer, supervisor or tutor	√	√
Invigilated or supervised examinations or summative assessments	√	√
Independent research without supervision	X	√
Face to face induction or orientation to a course	√	√
Assessor observed assessment	√	√
One to one or group tutorials	√	√
Portfolio completion unsupervised	X	√
Independent E-assessment	X	√
Realtime E-assessment with an assessor or invigilator	√	√

Recording TQT and GLH by Centres

GLH and TQT are provided as an indication of the minimum length of time it would take the average Candidate to complete their qualification. There is not an exact formula for calculating this, but it is expected that Centres, on request, would be able to provide us with evidence of the learning activities that have been undertaken by the Candidate that accounts for the GLH and TQT.

Reviewing Total Qualification Time (TQT)

We consult with users of our qualifications from time to time to ensure that our approach to TQT is as accurate as it can be. Review of TQT will also always take place during qualification reviews and development of new qualifications.

Credit

Where CIOLQ assigns a value for credit to a qualification, that value must be equal to one tenth of the TQT assigned to that qualification, rounded to the nearest whole number.

Policy updating and reviewing

All policies relating to CIOLQ will be updated on an 18-month cycle or sooner as required.

Policy version and owner

Policy review date	November 2024
Policy owner	Responsible Officer

Regulatory references

Ofqual General Conditions of Recognition
Condition E7: Total Qualification Time
Qualifications Wales
Condition E7: Total Qualification Time