



Institute of Translation and Interpreting

# APPLICANT HANDBOOK

*Qualification Supported Assessment (QSA) – Guide for Translators*

March 2022



## 1. What is the ITI assessment?

The ITI assessment is a compulsory element of the application process to become a full Qualified Member of ITI (MITI). MITI is a post-experience category of membership and, all translator assessment applicants must have a minimum of three years' translation working experience in the language pair declared on their application form.

ITI is able to offer the '**Qualification Supported Assessment**' (QSA) route for those applicants who already hold either a Level 7 DipTrans or Translation Masters degree with an Extended Translation Project. Please see full criteria in Section 3 below. ITI believes that such applicants have already demonstrated their translation skills by completing these qualifications and they can be accepted in lieu of the standard translation assessment element of their MITI application.

Those who wish to apply to be qualified in multiple language pairs will be able to apply again once their initial language pair application is complete. If an applicant does not have a DipTrans or suitable Masters in the second language pair that they wish to apply in, they will be able to apply via the standard translation assessment route.

## 2. Qualification Supported Assessment process

QSA applicants are required to evidence their professional ability and experience by submitting an electronic portfolio of evidence detailing their qualifications, professional references, continuing professional development and a personal statement, and demonstrate a good working knowledge of ITI's Code of Professional Conduct, all of which will be assessed by ITI. All elements of the assessment are mandatory.

Those applying are not required to attend an assessment in person, ensuring that applicant location does not hinder the ability to apply. If the evidence provided demonstrates their suitability, the applicant will then be offered full Qualified Membership status (MITI). If the applicant is already an MITI in a different language pair or an MITI interpreter, their record and directory entry will be updated to show qualification in the language pair of the new application. Applicants may only apply in one language pair at a time via this process.

The portfolio will consist of:

- A minimum of two professional references evidencing at least three years of experience.
- A DipTrans or MA in Translation (see criteria below)
- Evidence of 30 hours completed CPD for each of the last three years
- Personal statement

## 3. Portfolio requirements

### 3.1 Professional references

You are required to submit a minimum of **two** professional references demonstrating a minimum of **three** years working experience as a translator for the language pair of your application. These must be provided on the 'Professional reference form' and show experience gained within the last 6 years.

A professional reference must be from somebody that you have worked for in the capacity of a professional translator. This could be your client or a line manager – if you work in-house or for an agency. This person will be able to comment on the quality of your work from the perspective of an



employer and must have known you professionally for a minimum of **one** year. They must be somebody who you have worked for or is senior to you if you are an in-house translator (it cannot be provided by a co-worker who is not senior to you in status). You cannot submit references from multiple people in the same agency covering the same work.

### 3.1.1 Consecutive references

If **Reference 1** demonstrated that work was first carried out for your client June 2017 and last carried out August 2019 – Total experience shown = 2 years 3 months

If **Reference 2** demonstrated that work was first carried out for your client Sept 2019 and last carried out in July 2021 – Total experience shown = 1 year 10 months

Total experience covered by the two examples of references = **4 years and 1 months**

### 3.1.2 Concurrent references

If you have worked for multiple clients at the same time – as many translators do – your references will probably overlap and, therefore, you cannot simply add them together to work out the total time covered. Should this be the case, you would need to take the earliest date that work was carried out from any of your references and then the most recent occasion that work was carried out from any of the references; the difference between those two dates will give you the time period covered by the collective references. In the example below the references cover June 2018 to August 2021 = 3 years 2 months.

#### For Example:

Ref	Start date	End date	Length of reference
1	June 2018	January 2020	1 year 7 months
2	November 2019	October 2020	1 year 0 months
3	July 2020	August 2021	1 year 2 months

Please check that your references cover the correct amount of experience in time before you submit them.

References must be relevant and recent; they must be dated within the last six years and must refer to work completed during this time either on a full or part-time basis (there is some flexibility for genuine reasons to extend the six years e.g. maternity/paternity leave or prolonged illness).

Applicants must provide their references on the appropriate ITI reference forms. Where this not possible, any written references will only be considered if they cover the required information that is stated on the reference form. All references must be from different sources.

## 3.2 Qualification

Applicants need to evidence one of the following options:

- A full, Level 7 Dip Trans, in the language pair of the application, from an Ofqual registered Awarding Organisation. Older (pre Ofqual) DipTrans qualifications may also be considered.
- Or



- A Translation Masters degree with Distinction, in the language pair of the application, where the Extended Translation Project (ETP) and Commentary accounts for at least 60 credits from a UK university, equivalent ECTS credits from an EU university or a non UK/EU university where equivalence can be established.  
Or
- A Translation Masters degree with Merit, in the language pair of the application, where the Extended Translation Project (ETP) and Commentary accounts for at least 60 credits from a UK university, equivalent ECTS credits from an EU university or a non UK/EU university where equivalence can be established, and where a Distinction was awarded for the final Extended Translation Project (70 marks plus).

A copy of the qualification certificate should be provided or, alternatively, written confirmation from the issuing body confirming completion of the relevant qualification. For the Translation Masters option, you will also need to provide proof of your grading and that you completed an extended translation and commentary. Your Masters transcript should provide this level of detail.

Translation projects carried out during the course of the Masters (usually worth around 30 credits each) do not meet the requirements.

### 3.3 Continuing Professional Development

Applicants are required to show evidence of completing 30 hours of CPD in each of the last three years. The CPD needs to evidence a good variety of relevant activities and be listed on the CPD form included in the application pack. See table below for examples. If you are an existing member and have recorded your CPD on the ITI log you need not submit any evidence. Please indicate this on the CPD Record form.

<b>Formal (Certificated)</b>	<b>Self-directed (Non-certificated and private study)</b>
ITI and non-ITI training courses (including distance-learning, adult education, in-house training)	Reading (ITI Bulletin, news articles, books, journals, and other literature in your specialist subject)
Language courses (institutional and online)	Professional research work (MA thesis)
Examinations (DipTans, diploma in area of specialisation, legal exams etc.)	Practising your languages skills and subject knowledge by listening to radio/podcasts or watching TV/films
Workshops in your area of specialisation (medical, legal, technical etc.)	Contributing to industry-related literature (ITI Bulletin, journals, blogs, research papers etc.)
Online tutorials, webinars and e-learning (MOOCs, online courses etc.)	Participating at events, career fairs, seminars or similar (e.g. in a supporting role)
Seminars, lectures organised by universities	Preparing and delivering presentations at events, career fairs, seminars or similar (ITI-related or other)
Conferences (ITI, SENSE, MET, ATA, other conferences in your area of specialisation)	Lecturing, teaching (at educational institutes or other)
	Supporting ITI with PR/marketing activity
	Acting as a mentor / examiner / assessor
	Other activities to maintain language skills (e.g. visits to exhibitions, library, museums)



	Contributing to the profession (e.g. committee work in ITI, network/regional group, other professional body; voluntary work for charity e.g. TWB, crisis communications, talking to schools)
	Networking
	Reviewing software
	In-house training for staff translators
	Visits to technical installations or client premises

### 3.4 Personal Statement

Submit a 400-500 word written statement explaining why you are applying to join ITI, how you will benefit from MITI membership and how you wish to contribute to the ITI community to maintain the highest standards. Your statement may include details of your current activities as well as your proposed activities once you are a member. Your statement should be submitted on the Personal Statement form included in your application pack. If you are an existing MITI member you do not need to complete the personal statement.

### 3.5 ITI Code of Professional Conduct

Complete a set of online multiple choice questions to demonstrate a working knowledge of the requirements of the code, which all members must adhere to and be familiar with.

ITI's Code of Professional Conduct can be found on the ITI website [here](#).

The multiple choice questions can be accessed [here](#). You are required to complete the questions before submitting your completed application. We would recommend that you read the Code of Professional Conduct thoroughly before attempting the questions.

The pass mark is 80% and ITI will automatically be notified of the results. You may repeat the questions if you do not achieve the pass rate on the first occasion.

## 4. Application assessment

If an application does not meet the required criteria, applicants will be offered advice on additional evidence they need to submit in order to meet the requirements. An application may then subsequently be approved.

Applications that are assessed and meet the required standards will be approved and Qualified Membership (MITI) offered. Applicants who are unable to meet the requirements will be advised accordingly and may be offered Associate membership (AITI) or another more suitable level of membership instead.

All applications are processed and approved in a timely manner. However, the time this takes can vary depending upon the type of application and the current volume of applications being processed. ITI will endeavour to advise an applicant of the outcome of their application within 4 weeks wherever possible.



## 5. Application and assessment fees

Applicants are required to pay the application and assessment fees and then submit their application and portfolio by email. Applications cannot be processed or evidential materials reviewed until the relevant fees have been received by ITI. Existing ITI members are not required to pay the application fee.

Fees are listed on the website [here](#) and may change without notice.

There are [various ways to make your payment](#) or email [membership@iti.org.uk](mailto:membership@iti.org.uk) if you would like a payment link to make a debit/credit card payment.

## 6. Email submission

To submit your application you need to:

- Pay the application and assessment fee
- Complete the online Code of Professional Conduct questions.

Then email your portfolio of evidence to [applications@iti.org.uk](mailto:applications@iti.org.uk) . Please ensure you include the following:

- Completed ITI application form
- Professional references (minimum of 2) demonstrating at least 3 years' experience
- Proof of relevant DipTrans or Translation Masters
- Evidence of 30 hours of CPD for each of the last three years
- Personal Statement (not required if you are an existing MITI)

If you have any queries about the process or criteria please email our Membership Officer at [membership@iti.org.uk](mailto:membership@iti.org.uk)

ITI Terms and Conditions are available on the ITI website [here](#)