



ITI Qualified Membership – Referee's Questionnaire Translation Reference

PLEASE USE BLOCK CAPITALS. Return ORIGINAL of completed form to ITI at the address below.
N.B. References cannot be supplied by spouses, partners, family members or colleagues. Referees must have known the candidate for at least one year.

Candidate's Name: _____

Referee's Name: _____

Company/Organisation: _____

Referee's Address: _____

Telephone No: _____

Email: _____

1. How long have you known the candidate? ____ years

2. In what capacity do you know the candidate?

- Line manager
 Client
 Other, please specify: _____

3. PLEASE GIVE A CLEAR INDICATION OF THE VOLUME OF TRANSLATION WORK (in numbers of words if possible) that has been carried out for you by this applicant.

4. Into/from which languages and in which subject fields has this candidate worked for you?

5. Do you consider the candidate's level of language knowledge to be sufficient for this grade of membership?

- Yes No No comment

6. Does this candidate's subject knowledge enable him/her to produce work which is clear and meaningful?

- Yes No No comment

7. Please grade the candidate's performance on a scale of 1-10 (1 being poor, 10 being excellent).

Accuracy: _____ Presentation: _____ Delivery: _____

8. Is the candidate's conduct worthy of membership of a professional body? (Honesty, integrity, reliability, fairness and trustworthiness)

- Yes No No comment

9. From your knowledge, does the candidate satisfy the relevant criteria for membership? Please give careful consideration to the work experience requisite 3 opposite.

- Yes No No comment

10. Is your judgement based on personal knowledge of the candidate's performance, or on a general reaction/comment of others?

REQUIREMENTS FOR QUALIFIED MEMBERSHIP

1. A first degree or postgraduate qualification in a relevant subject or a corresponding qualification accepted by ITI

2. Recommendation regarding ability and good repute by at least three persons for translators and lecturers

3. **Recent professional experience:** A minimum of five years' full-time work (or a correspondingly longer period part-time) and successful assessment of work or a Pass in the ITI Membership Examination; alternatively, three years' full-time work (or a correspondingly longer period part-time), plus a Pass in the ITI Membership Examination, unless the applicant can satisfy the Admissions Committee that there are exceptionally strong grounds for exemption. There is a **guideline minimum** word count of 750,000 over the qualifying period but applications will be considered on an individual basis.

Signature: _____

Date: _____

STRICTLY CONFIDENTIAL

Institute of Translation & Interpreting

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