

Institute of Translation & Interpreting

ITI Corporate Membership – Referee's Questionnaire



PLEASE COMPLETE IN BLOCK CAPITALS AND RETURN ORIGINAL, SIGNED COPY TO ITI AT THE ADDRESS BELOW.

Candidate: _____

Referee's Name (& Company): _____

Referee's Address: _____

Referee's Email: _____

Telephone: _____

Are you a member of ITI? YES / NO

1. How long have you dealt with the applicant? ____ **Years** **Are you a supplier?** **or a client ?**

2. Which languages have been involved in the work (from/into)? _____ / _____
_____ / _____

3. If your role has been that of a Client, please answer the following questions:

a. Does the applicant check translations before returning them to you? Y / N

b. Does the applicant contact with queries and/or make comments on points of doubt? Y / N

c. Are you able to judge linguistically the applicant's performance or is your assessment based on the general reactions/comments of others? _____

d. Please rate the applicant's work performance: **(Marks out of ten, 10 being excellent, 1 being poor)**

Accuracy _____ **Presentation** _____ **Delivery** _____

4. If your role has been that of a Supplier, please answer the following questions:

a. Have you always been adequately briefed? Y / N

b. What reaction have you received when you have had problems with a text? _____

c. Are your invoices paid promptly? Y / N

5. Is the applicant's conduct worthy of membership of this professional body? Y / N

6. From your knowledge, does the applicant satisfy the relevant criteria for membership (overleaf)? Y / N

7. Please offer any other relevant information about the applicant.

8. Please identify anything about the applicant, which might form an obstacle to admission.

Signed: _____

Date: _____

ITI Reference 38 (1/08)

Institute of Translation & Interpreting

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Notes for referees for Corporate Membership of the ITI

Membership criteria for the various types of Corporate Member:

Educational Institution

Any Establishment of higher education which has been in existence for a minimum of five years and which provides courses relevant to the profession of translator or interpreter.

Business

Any company, which uses translation or interpreting services, or supplies goods or services relevant to professional work as a translator or interpreter.

Organisation

Any public, or non-profit-making authority or body (whether national, international or other), which shows evidence of interest in translation or interpreting as a profession.

Language services business

Any business supplying language services for payment that employs staff under a contract for services or a contract of service, and fulfilling the following criteria:

- at least two years' current trading as a relevant business;
- two references from clients;
- three references from freelance translators or interpreters, at least one being a member of the Institute;
- a good reputation;
- undertaking to uphold the ITI Code of Conduct;
- declare and abide by their terms of business for suppliers;
- adequate professional indemnity insurance;

For both Associate and full Corporate Members the final decision on eligibility shall rest with the Admissions Committee, with reference being made to the Corporate Members Group and/or Council in cases of doubt or exceptional circumstances.

Terms of Business to Suppliers including specifically a statement of terms of payment of suppliers:

The Council of the Institute of Translation and Interpreting has decided that all language services businesses should be required to provide details of terms of business to suppliers. Adherence to these terms, in particular those relating to payment of suppliers, shall be an on-going condition of membership.

If you have any problems filling in this form, or any queries, please do ring the office for advice. Please check the form carefully, omission of required information will delay the admission process.