



Guidelines on Providing Proof of Police & Court Interpreting Experience

You must be able to provide evidence to support the amount of professional Police and Court Interpreting hours you are claiming.

Proof of hours must include the following:

- Your name
- Date of assignment
- Language
- The number of hours worked (excluding waiting, travel time or cancelled work)
- Where letters of proof of experience are supplied, these must be written on official headed paper or include the organisation's crest/logo with an official signature. If more than one language is included in this letter, the relevant number of hours must be specified for each language.

Acceptable proof of evidence

- Claim forms
- Witnessed logbook
- Letters from a public service organisation for which you have worked regularly. These must indicate the hours worked and the language.

Examples of unacceptable proof of evidence are self-generated lists of appointments or invoices and booking forms as they do not confirm that an assignment has taken place.

Please do not send in original claim forms however we must receive the original letter if you are submitting letters from public service organisations.

Submitting proof

- Proof should be separated into payments and claim forms and, to avoid duplication, these should be attached if they relate to the same assignment.
- Proof from commercial companies, voluntary work and agencies may not be accepted towards an application. However, proof from agencies is acceptable, provided that the agency confirms in writing that work undertaken was within the public sector and states the organisations worked for (covering the fields of law, health and local government), and proofs of payment contain the information as stated above.
- Please do not include non-Police & Court Interpreting correspondence (background to individual cases, unrelated letters to individuals within any organisation, glossary of terms etc).