

When giving consideration to new applicants they must first meet the following requirements:

**RESIDENCY:**

- have been resident in the UK for the last three years;
- are a British/EU citizen or have indefinite leave to remain in the UK; and
- speak English and another language fluently.

**QUALIFICATIONS:**

- be a full member of the National Register of Public Services Interpreters (NRPSI); **or**
- hold a Diploma in Public Services Interpreting (DPSI) (Law) or a letter of Credit in all oral components (Law); **or**
- have been assessed by the Asylum and Immigration Tribunal (AIT) (formerly the Immigration Appellate Authority); **or**
- have been assessed by the Metropolitan Police.
- Hold Diplomas in Police Interpreting.
- TQUK Level 6 in Public Service Interpreting (RQF)
- CIOL Qualifications Level 6 Diploma in Police Interpreting (DPI)

In some instances where there are no formal qualifications ie extremely rare languages, we will consider accepting proof of hours 150+ worked as long as it is on letterheaded paper from a recognised public body and is checkable.

Two checkable referees are required, 1 character, 1 employment.

Copy of current passport.

Utility bills / Bank statements

Driving licence / National insurance card

Nationality certificate / proof of ILR

Interpreters must be Skype / MSTeams enabled.

All of our interpreters have to be CTC cleared.

Our interpreters have to complete a Mandatory Counter Terrorism training course. This is not on the Public platform and is something that was arranged internally at the request of HM Inspector Receipt, Evaluation & Development Counter Terrorism (RED CT) Immigration Intelligence.

Our Interpreters are governed under the Official Secrets Act. A signed declaration must be submitted agreeing to our terms and conditions and the OSA.

Home Office Interpreters have to adhere to a Code of Conduct for freelance Interpreters. Our COC covers a multitude of expectations which include:

### Contents

- Guiding principles
- Confidentiality
- Mobile phones
- Security / access to Home Office buildings
- Interpreters sanction process
- Conduct and behaviour
- Dress code
- Equality and Integrity
- Conflicts of interest
- Remote interviewing
- Health and safety
- Bookings
- Payments

The majority of this information is available on the below link.

If you meet the above requirements and want to apply please email us at [ILSUInterpreterManagement@homeoffice.gov.uk](mailto:ILSUInterpreterManagement@homeoffice.gov.uk).

### **Guidance for UKVI freelance interpreters - GOV.UK**

<https://www.gov.uk/government/publications/guidance-for-interpreters/>.