Institute of Translation and Interpreting

APPLICANT HANDBOOK

Qualification Supported Assessment – Guide for Translators

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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 a streamlined process '**Qualification Supported Assessment**' (QSA) for those applicants who already hold either:

- A full DipTrans qualification in the language pair of the application.

- A Translation Masters Degree with Distinction where the Extended Translation Project and Commentary accounts for at least 60 credits from a UK University or equivalent ECTS credits from an EU University and is in the language pair of the application.

- A Translation Masters Degree with Merit where the Extended Translation Project and Commentary accounts for at least 60 credits from a UK University or equivalent ECTS credits from an EU University and is in the language pair of the application, and where a Distinction was awarded for the final Extended Translation Project (70 marks plus).

Translation projects carried out during the course of the masters (usually worth around 30 credits each) will not be acceptable. The translation must have been in their language pair of the application.

ITI believes that such applicants have already demonstrated their ability in practical terms by completing these qualifications and these can therefore be accepted in lieu of the written test element of their MITI application. This process will enable those at the correct skill and experience level, a fast-tracked entrance route at a reduced price point.

QSA applicants are required to evidence their professional ability and experience by submitting an electronic portfolio of specific evidential materials and demonstrating a good working knowledge of ITI's Code of Professional Conduct, all of which will be assessed by ITI. Those applying are not required to attend 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, 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

Those who wish to apply to be qualified in multiple language pairs will be able to apply again once their initial application is complete. They will be required to meet the criteria for this specific process in full in order to apply via this route. 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 required to apply via the standard assessment route instead.

Qualification Supported Assessment Process

QSA applicants must submit an electronic portfolio of evidence to satisfy the assessment criteria. The portfolio will contain **Compulsory evidence -** which all applicants must supply in full and, **Selected evidence –** which applicants will have to select and supply 3 pieces of evidence from a choice of 6 different options that are available for them to choose from. The applicant will also be required to complete an online questionnaire which will establish that they have read and understood ITI's Code of Professional Conduct to which all members must adhere.

Compulsory evidence:

The applicant must supply the following:

1) Professional references: referees must have known the applicant in their professional capacity as a translator for a minimum of 1 year. Applicants should provide a minimum of 2 separate references from different referees. The total time period covered by the accumulative references must show that the applicant has been an active working translator in the language pair being applied for, for a minimum of at least 3 years *(must show experience from within the last 6 years, ensuring the information is recent and relevant to current working ability – possibility of flexibility for genuine reasons e.g. maternity/paternity leave or prolonged illness).* The references should show that the applicant has worked for the referee on multiple occasions, thus allowing them to be in a good position to comment on the continuing standard of the applicants work.

2) Suitable existing qualification - one of the following options:

   - A full DipTrans qualification in the language pair of their application.

   - A Translation Masters Degree with Distinction where the Extended Translation Project and Commentary accounts for at least 60 credits from a UK University or equivalent ECTS credits from an EU University and is in the language pair of the application.

   - A Translation Masters Degree with Merit where the Extended Translation Project and Commentary accounts for at least 60 credits from a UK University or equivalent ECTS credits from an EU University and is in the language pair of the application, and where a Distinction was awarded for the Extended Translation Project (70 marks plus).

3) ITI Code of Professional Conduct: completion 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 it

For clarification regarding suitable referees and definitions for the types of reference, see Appendix 1: Compulsory evidence requirements

Selected evidence:

Applicants must choose from a pre-defined list of 6 specific evidence options. They are required to provide **3** out of the **6** options in order to further evidence their suitability and experience.

N.B. *You can only select each type of option once. You cannot select the same option multiple times.*

Unnecessary provision of extra evidence may cause the application to be rejected as an incorrect submission.

The list of 6 evidence options which applicants must select 3 from, are all designed to demonstrate that as well as the practical skills, applicants are well-versed in professional standards of practice.

For a full list of the options available see Appendix 2: Selected evidence descriptions

Once applicants have selected from the available options, gathered the required information and any documentation, they will indicate their choices on the 'Application Summary sheet' which will be submitted with the application.

See Appendix 3: Application summary sheet

Application submission

Applications must be correctly ordered in line with the submissions instructions.

See Appendix 4: Application Submission Instructions

Applicants are required to pay the application and assessment fees and then submit their electronic application by email to applications@iti.org.uk . 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.

Applications that are not found to meet the required standard or are incomplete or contain **extra documentation that has not been requested** as part of the application will be rejected as an 'incorrect submission'.

Applications that are assessed and found to be acceptable will be approved. Full Qualified Membership will then be offered. Applicants who have failed to meet the process 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 6 weeks wherever possible.

ITI reserves the right to decline an application at its absolute discretion. ITI's decision is final and no correspondence will be entered into.

ITI application terms and conditions apply: See Appendix 5

N.B. *All ITI fees are subject to change.*

Appendices

- Appendix 1 – Compulsory evidence requirements

- Appendix 2 – Selected evidence descriptions

- Appendix 3 – Application summary sheet

- Appendix 4 – Applicant submission instructions

- Appendix 5 – Application terms and conditions

Appendix 1 - Compulsory Evidence Requirements

Where required, ITI forms will be provided in the application pack. In order to apply, all applicants must provide the following mandatory documentation:-

1. **Professional references** – from at least 2 referees demonstrating a minimum of 3 years of working experience as a translator in, the language pair declared on the application form – must be provided on the ' Professional reference form' and show experience gained within the last 6 years (*ensuring the information is recent and relevant to current working ability – possibility of flexibility for genuine reasons e.g. maternity/paternity leave or prolonged illness)*

A professional reference must be from somebody that you have worked for in the capacity of a professional translator on a regular basis. 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 who has used your services a number of times and is therefore able to comment about the standard of your work. They 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 in a work perspective). Relatives or partners are not allowed to provide professional references for you, as they cannot be considered to be totally unbiased.

Each referee will be required to indicate the first time that you carried out translation work for them, and also the most recent occasion (The time between these two dates will denote the amount of experience, in time, covered by the reference).

Once all the references have been completed, you will need to work out the total amount of time that your references cover. If your references run consecutively you simply add up the time covered as shown by the following example:

If **Reference 1** demonstrated that work was first carried out for your client June 2013 and last carried out September 2015 – Total experience shown = 2 Years 4 Months

f **Reference 2** demonstrated that work was first carried out for your client October 2015 and last carried out July 2017 – Total experience shown = 1 Year 10 Months
Total experience covered by the two examples of references = **4 years and 2 months**

If however 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.

Example:
If **Reference 1** demonstrated that work was first carried out for your client in August 2014 and last carried out June 2016 – Total experience = 1 year 11 months

If **Reference 2** demonstrated that work was first carried out for your client in November 2014 and last carried out August 2017 – Total experience = 2 year 10 months

If **Reference 3** demonstrated that work was first carried out for your client in May 2014 and last carried out April 2017 – Total experience = 3 years

So, from this example, if you simply added these together you would get **7 years 9 months.** However, you need to take into account the overlap in dates, so you simply take the **earliest date** May 2014 and the **most recent date** August 2017, and this gives you the actual experience covered by these 3 references collectively = **3 years 4 months**

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

2. **A full DipTrans qualification:** must be the language pair of the application

   OR

   A Translation Masters Degree with Distinction: where the Extended Translation Project and Commentary accounts for at least 60 credits from a UK University or equivalent ECTS credits from an EU University and is in the language pair of the application.

   OR

   A Translation Masters Degree with Merit: where the Extended Translation Project and Commentary accounts for at least 60 credits from a UK University or equivalent ECTS credits from an EU University and is in the language pair of the application, and where a Distinction was awarded for the 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 a translation and commentary. Your Masters transcript should provide this level of detail.

3. **Completion of the online Code of Professional Conduct questions:** a link to the questions can be found in the application documents.

Click the link provided which will take you directly to the online questions. You are required to complete all of the questions before submitting your completed application. If you are an existing member of ITI in any category, you should already be working in adherence with ITI's Code of Professional Conduct and therefore be familiar with its contents however, if you are new to ITI we would suggest that you read the code thoroughly before attempting the questions – you may wish to print a copy off to have it to refer to whilst completing the questions. ITI will automatically be able to see that you have completed the questions.

ITI's Code of Professional Conduct can be found on the ITI website. Click here to view.

Appendix 2 –Selected Evidence Descriptions

Applicants must select and provide evidence from 3 of the 6 options detailed. Each option has its own identifying code **A – F.** You will indicate your selection on the Application Summary Sheet.

The options are:

A – Proof of currently being registered with the UN or EU

This can be a directory screen shot or written confirmation from the relevant organisation. This must demonstrate that you are listed in the language pair that you are applying for.

B – A written recommendation from an existing Qualified Member (MITI or FITI)

Must have known you professionally for at least 2 years. This must be submitted on the 'MITI or FITI recommendation' form.

C – A further three years of relevant experience demonstrated in professional references

A minimum of 3 years of referencing will have already been provided for the compulsory requirement. Choosing this option would take the total amount of years to be demonstrated in references to a minimum of 6 years (*must show experience from within the last 10 years, ensuring the information is recent and relevant to current working ability)* and be submitted on the 'Professional reference' forms used for the compulsory requirement.

Please see **Appendix 1** in your applicant handbook for details of how you check that your references cover a sufficient time period and **Appendix 4** for details of how you are required to submit references.

D – A personal statement of interest

This must be submitted on the 'Statement of interest' form. Applicants will be required to detail why they wish to become an MITI, what they can bring to ITI and its community and their commitment to upholding the highest of standards as a working professional.

E – Working practices and terms of business – In line with ITI's Code of Professional Conduct, all members should, before commencing work, provide their clients with their written terms and conditions of business.

Qualified Members should have clearly defined working practices in place. Their Terms of Business should include *(but not be limited to)* and clearly define the applicants working practices in regards to:

- Fees: Non-binding estimates and binding quotations
- Payment terms
- The delivery process – deadlines, points that agreed delivery dates become binding etc.
- Confidentiality
- Copyright in Translation
- Responsibility and Liability
- Cancellations
- Complaint handling and dispute resolution process

F **– A further DipTrans or relevant Translation Masters Degree** (must be different to the one that is being used to satisfy the compulsory evidence).

A DipTrans qualification: must be the language pair of the application

OR

A Translation Masters Degree with Distinction from a UK University: where the Extended Translation Project and Commentary accounts for at least 60 credits from a UK University or equivalent ECTS credits from an EU University and is in the language pair of the application. Any other translation projects are not suitable.

OR

A Translation Masters Degree with Merit from a UK University: where the Extended Translation Project and Commentary accounts for at least 60 credits from a UK University or equivalent ECTS credits from an EU University and is in the language pair of the application, and where a Distinction was awarded for the Extended Translation Project (70 marks plus). Any other translation projects are not suitable.

Appendix 3 - Application Summary Sheet

Please complete to specify what you are including in your application. Applications should be ordered in line with the submission instructions and then emailed in full to applications@iti.org.uk.

ITI registration/membership no:

Full name:

Working language pair: to

Please indicate in Tables 1 and 2, what you are providing for your application.
 Do not complete the table that is titled for Office Use Only:

Table 1 - Compulsory Evidence

	Application form	Professional ref (3 years min.)	DipTrans/Masters certificate	Code of conduct questions completed
New applicant				
Existing ITI member				

Table 2 –Selected Evidence

Please indicate in this table the 3 pieces of evidence that you are including as part of your application portfolio. You must select 3 out of the 6 options available.

You can only select each type of option once. You cannot select the same option multiple times

Code	Options worth 3 points	I have chosen this option
A	Proof of currently being registered with the UN or EU	
B	Recommendation from MITI or FITI	
C	Additional 3 years of experience (min 2 professional references)	
D	A personal statement of interest	
E	Provision of client Terms of Business	
F	Further DipTrans or relevant Translation Masters	
3 out of the 6 options must be chosen and the required evidence provided		

Office use only:

Requirement	Suitable referee	Minimum period known	Requested detail completed	Time period covered	Total time period Ref 1 and Ref 2	N/A existing member	Approved Yes/No
Application fee							
Assessment fee							
Application form							
Prof ref 1				? yrs & ? mths	? yrs and ? mths		
Prof ref 2				? yrs & ? mths			
DipTrans/Master							
COC							

Option Code	Meets required specification	Approved	

Appendix 4 - Application Submission Instructions

To apply as an MITI you are required to submit an application of evidence to demonstrate your experience and ability which will be assessed by ITI.

You will be required to submit:

- ❖ Completed ITI application form
- ❖ Professional references (minimum of 2) demonstrating at least 3 years' experience
- ❖ Proof of relevant DipTrans or Translation Masters
- ❖ 3 pieces of selected evidence chosen from the 6 options available
- ❖ Completed 'Portfolio summary sheet'

Please ensure you have completed the online questions prior to submitting the application. ITI will automatically be able to see that you have completed the questions.

It is important that the application is correctly ordered to allow for the assessment and approval process to be carried out in an effective and timely manner.

Please follow these instructions to ensure that this is done correctly as incorrectly ordered applications will be rejected as an incorrect submission and will delay your application.

Once you have gathered all of your documentation for your application you should submit it by email to applications@iti.org.uk

***N.B.** No original certificates or documents should be posted directly to ITI. ITI cannot hold or return any such documentation and therefore it would be destroyed upon receipt. The applications and all supporting documents must be submitted electronically in line with these submissions instructions.*

Compulsory Evidence

Application form

Complete the application form in full. If something is not applicable to you, indicate this by writing **N/A** in the relevant section on the form. You can complete the form electronically or you can print it off and write directly onto it (must be in BLOCK CAPITALS if handwritten) and then scan the completed form to send. You should title and save the completed form with the word 'Application' then your surname and your registration number if you are a new applicant. If you are an existing member use your membership number: e.g. **Application Smith 00012345**

You should attach your application form to your submission email as a single document (not in a file with other documents).

Professional references

*(Refer to the Applicants Handbook – **Appendix 1**, for professional reference definition)*

Your professional references must be submitted on the ITI 'Professional reference' form. You will need to send this form to your chosen referees to complete for you. They can complete the form electronically or they can print it off and write directly on it (must be in BLOCK CAPITALS if handwritten). Each referee must have known you professionally for at least one year (*must show experience from within the last 6 years, if demonstrating 3 years of experience – ensuring the information is recent and relevant to current working ability*).

They need to return the form to you once they have completed it. When you receive the form back, check that they have answered all of the questions, provided their contact details and signed the form before submitting it.

Once you have received all of your references back from your referees, you should check that they **collectively** demonstrate the correct amount of experience.

Please see the 'Compulsory criteria requirements' form which is **Appendix 1** in your applicant handbook for details of how you check that your references cover a sufficient time period.

Once you are satisfied that everything is correct you should title and number your references (minimum of two) adding your surname and your registration/membership number:

e.g.   **Reference 1 Smith 00012345**
                  Reference 2 Smith 00012345
                  Reference 3 Smith 00012345

Follow this formula for each of the professional references that you are submitting.

This should go into a zipped file titled **Compulsory Evidence** which will contain all of your compulsory requirement elements

DipTrans

A copy of the certificate or alternatively written confirmation from the issuing body confirming successful completion – an email is acceptable.

OR

Translation Masters Degree with Distinction

A copy of the certificate and proof of the Extended Translation Project and Commentary worth at least 60 credits from a UK University or equivalent ECTS credits from an EU University (Masters Transcript should show this) or alternatively written confirmation from the relevant university confirming the required information – an email is acceptable.

OR

A Translation Masters Degree with Merit (Distinction awarded for Extended Translation Project)

A copy of the certificate and proof of the Extended Translation Project and Commentary worth at least 60 credits from a UK University or equivalent ECTS credits from an EU University and where a Distinction was awarded for the Extended Translation Project (70 marks plus) or alternatively written confirmation from the relevant university confirming the required information – an email is acceptable.

This should be saved and titled as 'Qualification', adding your surname and registration/membership number: e.g. **Qualification Smith 00012345**

This should go into a zipped file titled **Compulsory Evidence** which will contain all of your compulsory requirement elements

Your zipped file titled **Compulsory Evidence** should be attached to your submission email as **one** file and contain:

- Your professional references
- Your qualification proof

Code of Professional Conduct questions

Please ensure you have completed the online questions prior to submitting the application. ITI will automatically be able to see that you have completed the questions.

Selected Evidence

Applicants must choose and provide evidence for **3** out of the **6** options detailed.

A – Proof of currently being registered with the UN or EU

You will need to supply proof that you are currently registered with the UN or EU and that you are listed in the language pair that you are applying for.

This should be saved as a document and titled with the option code, your surname and registration/membership number: e.g. **A Smith 00012345**

This should be saved into a zipped file titled **Selected Evidence** which will contain all of your chosen options evidence.

B – A written recommendation from an existing Qualified Member (MITI or FITI) – must have known you professionally for at least 2 years

This must be submitted on the 'MITI or FITI recommendation' form. (You will need to send this form to the person directly to complete for you – they must be an ITI MITI or FITI). They can do this electronically or print it and write on it (must be in BLOCK CAPITALS if handwritten). Once you receive the completed form you should title it with the code, then your surname and registration/membership number:
e.g. **B Smith 00012345**

This should be saved into a zipped file titled **Selected Evidence** which will contain all of your chosen options evidence.

C – A further three years of relevant experience demonstrated in professional references

As three years of referencing will have already been provided for the compulsory element in part 1, this should take the total amount of years demonstrated in references to a minimum of 6 years.

Your professional references must be submitted on the same ITI professional reference forms used for the compulsory reference requirement. You will need to get the forms completed as before by sending these to your chosen referees to complete and return to you once completed. They can complete the form electronically or, if they prefer, print it off and write on it (must be in BLOCK CAPITALS). When you receive the form back from them, check that they have answered all of the questions, provided their contact details and signed the form before submitting it.

Once you have received all of your references back from your referees, you should check that they **collectively** demonstrate the correct amount of experience which will be a minimum of 6 years – when added to the compulsory references

Please see the 'Compulsory Evidence requirements' form which is **Appendix 1** in your applicant handbook for details of how you check that your references cover a sufficient time period.

Once you are satisfied that everything is correct, you should title and number your references (minimum of two) with the option code, a number for each reference, your surname and your registration/ membership number:

e.g.   **C 1 Smith 00012345**
       C 2 Smith 00012345
       C 3 Smith 00012345

Follow this formula for each of the professional references that you are submitting.

This should be saved into a zipped file titled **Selected Evidence** which will contain all of your chosen options evidence.

Exceptions: If your original referees used to complete the references for your compulsory criteria have already demonstrated 6 years or more rather than the minimum of 3, you do not have to obtain further references to claim this option. Simply add the code C to the title of your compulsory references to indicate to the applications team that the reference covers both the compulsory and optional criteria

E.g. Reference 1 Smith 00012345 should be changed to Reference 1 C Smith 00012345 and Reference 2 Smith 00012345 should be changed to Reference 2 C Smith 00012345

…..and so on with each of your references that show those years of experience. This change to the title will indicate that both elements are covered by the same reference.

These references should stay in the zipped file for your Compulsory Evidence. You do not need to duplicate their submission by saving them into the zipped file for the Selected Evidence as well.

D – **A personal statement of interest -**This must be submitted on the 'Statement of interest' form.

Applicants will be required to detail why they wish to become an MITI, what they can bring to ITI and its community and their commitment to upholding the highest of standards as a working professional. You can complete the form electronically or print it off and write directly onto it (must be in BLOCK CAPITALS if handwritten). This form should be titled with the code D, then your surname and registration/membership number: e.g. **D Smith 00012345**

This should be saved into a zipped file titled **Selected Evidence** which will contain all of your chosen options evidence.

E – **Working practices and terms of business** – In line with ITI's Code of Professional Conduct, all members should, before commencing work, provide their clients with their written terms and conditions of business.

Qualified Members should be delivering to the highest of standards and so should have clearly defined working practices in place. Their Terms of Business should include and clearly define the applicants working practices in regards to:

- Fees: Non-binding estimates and binding quotations
- Payment terms
- The delivery process – deadlines, points that agreed delivery dates become binding etc.

- Confidentiality
- Copyright in Translation
- Responsibility and Liability
- Cancellations
- Complaint handling and dispute process

A copy of your full terms of business that you provide to your clients should be supplied. It must be titled with the option code, then your surname and registration/membership number:
e.g. **E Smith 00012345**

This should be saved into a zipped file titled **Selected Evidence** which will contain all of your chosen options evidence.

F – *Further relevant full DipTrans or Translation Masters*

DipTrans
A copy of the certificate or alternatively written confirmation from the issuing body confirming successful completion – an email is acceptable.

OR

Translation Masters Degree with Distinction
A copy of the certificate and proof of the Extended Translation Project and Commentary worth at least 60 credits points (Masters Transcript should show this) or alternatively written confirmation from the relevant university confirming the required information – an email is acceptable.

OR

A Translation Masters Degree with Merit (Distinction awarded for Extended Translation Project)
A copy of the certificate and proof of the Extended Translation Project and commentary worth at least 60 credit points and where a Distinction was awarded for the Extended Translation Project (70 marks plus) or alternatively written confirmation from the relevant university confirming the required information – an email is acceptable.

Note: qualification must be different from the one provided for the compulsory evidence and from a UK University and in the language pair of your application.

It must be titled with the option code, then your surname and registration/membership number:
e.g. **F Smith 00012345**

This should be saved into a zipped file titled **Selected Evidence** which will contain all of your chosen options evidence.

Application summary sheet

You need to submit a completed 'Application summary sheet' with your application.

On this sheet you will indicate exactly what you have included in your application portfolio, and this will be used to ensure that everything you have specified is present and correct during the approval stage.

When completing the summary sheet ensure that you complete your personal information in the relevant section of the form – your name, ITI registration or membership number and the language pair that you are applying in.

Table 1 – Compulsory Evidence
In this section you simply indicate what compulsory evidence you are submitting by completing the table.

Table 2 – Selected Evidence
In this table you will indicate your option selection by indicating by the relevant options in the table. You must select 3 of the 5 options.

Email submission

When you are ready to submit your application in full (part submissions will not be accepted), you will need to make the payment of the application and assessment fees (existing members do not need to pay the application fee). Please confirm within the body of your email that you have made these payments, the method which you used and the date that the payments were made. Please note that your application documents will not be processed and checked or your application portfolio contents assessed, until the fees have been received. The various ways that you can make a payment to ITI can be found in the 'Methods of payment' document which is located on our website.

Following payment, send your submission email with your documents attached for your application portfolio to be assessed to applications@iti.org.uk . Your email should have the following attachments that are all ordered and labelled correctly as per the instruction detailed in this document:

Submission email attachments

- Your completed application form
- A zipped file containing your compulsory evidence
- A zipped file containing your selected evidence
- Your completed 'Application summary sheet'

Ensure you have completed the online Code of Professional Conduct questions prior to submitting your application portfolio.

Please take care to submit your application in line with these submission instructions and only submit evidence that has been requested in order to meet the requirements. Failure to follow the submission instruction may result in your application being rejected and declined as an incorrect submission.

Applications will be assessed and applicants advised of the outcome as soon as the decision is available. The timeframe for this can vary due to current demand, but we aim to complete this process within 6 weeks whenever possible. We ask you to be patient whilst this work is carried out. Please do not contact the office during this timeframe requesting news on progress, as this will only serve to slow the process down.

How to create a zip folder

1. Locate the files that you want to zip.
2. Hold down CTRL and select files with mouse, right-click, select (or point to) Send to, and then select Compressed (zipped) folder.

A zipped folder will appear – title the folder accordingly.

Appendix 5 – ITI Application Terms and Conditions

Individual applications (except student applications) incur a non-refundable £60 application fee.

Corporate applications incur a non-refundable £132 application fee.

Student applicants are required to pay their subscription fee for the relevant membership quarter in which they are applying, when they submit their application form. Details of the subscriptions due by ITI membership quarters and the various ways that payments can be made to ITI are detailed on the ITI website. Click here to review relevant page.

No application can be reviewed or considered without the application fee having been paid.

Applications fees paid are non-refundable regardless of whether the applicant is successful in their application or not.

Application fees do not form part of any membership assessment fee or category subscription fee. The assessment and subscription fees are separate fees. Assessment fees are payable for those wishing to be assessed for qualified membership – MITI, and subscription fees becomes payable once an application is accepted and the applicant/corporate is invited to join ITI.

It is the applicant's responsibility prior to starting the application process, to ensure that they have read and understood the criteria and requirements of the particular category for which they are applying and have established their ability to obtain and provide ITI with the required documents and information within the application period of no longer than 12 weeks.

Applicants have 12 weeks to provide ITI with all of the required application documentation from paying the application fee. Application documentation should be gathered by the applicant and then submitted by the applicant to ITI in one submission. Failure to do so within this time period will result in the application being declined as an incomplete submission and the applicant would be required to pay the application fee again and resubmit all documentation if they wanted to apply again in the future.

Documentation cannot be returned to the applicant once the application process has been completed, therefore only copies of certificates should be provided to ITI and not originals.

ITI reserves the right to request additional information/documentation from applicants in order to satisfy their suitability to join ITI.

Corporate Language Service Business applicants are required to demonstrate that their business has been incorporated for at least two years and is of good standing with a low or very low risk rating – an Experian search will be carried out by ITI to verify this.

Corporate Language Service Business applicants must be able to demonstrate that they are engaging the services of ITI's full qualified members (MITI's) on a regular basis. They will be required to provide a supplier reference from at least one MITI who is able to confirm that they have been providing the business with translation and/or interpreting services on a regular basis for at least a year. If you have indicated that your business provides both translation and interpreting services you will be required to provide an MITI reference for each. The same referee can provide a reference that covers both types of service as long as they are a supplier of both services for your business and meet the rest of the reference criteria.

ITI will carry out all checks that are deemed relevant to establish if a corporate applicant meets ITI's exacting standards and is suitable to be associated with ITI's name and good reputation.

By applying, all applicants are confirming that they have read and understood the application terms and conditions and agree to abide by ITI's Code of Professional Conduct

All documentation pertaining to an application will be deleted from ITI's records upon completion of the application process. This will be carried out regardless of whether the application to join ITI is accepted or rejected. It is not ITI's policy to store documentation once it is no longer required and therefore applicants should retain copies for their own records if they wish to, prior to submitting to ITI.

ITI reserves the right to change the joining criteria requirements without notice.

ITI reserves the right to remove or add a category of membership without notice.

ITI reserves the right to decline an application at its absolute discretion. ITI's decision is final and no correspondence will be entered into.