

August 2007

Dear Colleague

**Application to Register as a BSL/English Interpreter, 2007-2008**

Please find enclosed an application pack to register from **1 January 2008 to 31 March 2008**. The pack contains:

- **The Application Form.** This includes information on all qualifications and assessments currently recognised by the Independent Registration Panel and the requirements in relation to Professional Indemnity Insurance and CRB Enhanced Disclosure. A separate form is provided should you wish to advertise in the CACDP Online Directory.
- **The Code of Ethics and Guidelines for Professional Practice for BSL/English Interpreters 2007/08.**
- **The Complaints and Disciplinary Procedure for BSL/English Interpreters 2007/08.**
- **Information on Professional Indemnity Insurance and CRB Enhanced Disclosure.**
- **List of Regions.**
- **Recommended Practice for all Language Service Professionals working with Deafblind People.**
- **Policy for the Registration of BSL/English Interpreters 2007/08.**
- **CACDP Online Directory Entry Form.** If you wish to advertise in the CACDP Online Directory, this form should be completed and returned with your application form

If this is your first application to register, you will also find enclosed a document entitled "**Routes to Registration.**" and a flyer provided by the **Association of Sign Language Interpreters (ASLI)**.

Applicants registering as a BSL/English Interpreter are entitled to discounted registration fees when applying to register as a Deafblind Interpreter (Manual). Please refer to the application form for more information.

I look forward to receiving your application **and** supporting information by **31 October 2007**. Please note to guarantee registration from 1 January 2008, your form must be returned by 31 October 2007.

Yours sincerely

Angela Nunn  
Administrator  
Independent Registration Panel

# REGISTRATION APPLICATION FORM 2007-2008

## BSL/ENGLISH INTERPRETERS

### Part A – Registration Details

#### Registration Timetable

Registration Date	Registration Period	Closing Date for Applications	Please ✓
1 April 2007	1 April 2007 – 31 March 2008	31 January 2007	<input type="checkbox"/>
1 September 2007	1 September 2007 – 31 March 2008	31 July 2007	<input type="checkbox"/>
1 January 2008	1 January 2008 – 31 March 2008	31 October 2007	<input type="checkbox"/>

**The registration year runs from 1 April to 31 March and all registered interpreters must renew their registration to take effect from 1 April each year.**

Please indicate: applying to enter a new category  renewal in same category

#### 1. Personal Details

Please complete all of the relevant sections.

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>			
	Other .....			
First name				
Other names				
Surname				
Name previously known by				
Date of birth				
Address (this is the address to which registration information should be sent)				
Telephone:		Mobile:		
Fax:		Email:		
Region: Please refer to the list of regions and indicate the area in which you live.			<input type="checkbox"/>	
Ethnicity (completion of this is optional)	White UK Heritage	<input type="checkbox"/>	Indian	<input type="checkbox"/>
	White European	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
	White Other	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
	White Type not known	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
	Black Caribbean Heritage	<input type="checkbox"/>	Other	<input type="checkbox"/>
	Black African Heritage	<input type="checkbox"/>	Black Other	<input type="checkbox"/>

## 2. Registration Category

**Please note** - if you are applying to join a category for **the first time, you must provide evidence** in support of your application of interpreter training **and** your BSL standard, for example: copies of certificates; university transcripts; letter of confirmation of attendance on training programme; CACDP candidate registration number. If you are awaiting results which will be verified before the registration date, submit your application form by the deadline with all other supporting information.

Please tick **one** of the boxes below to indicate which category of registration you are applying for:

Member of the Register of BSL/English Interpreters – MRSLI	
Trainee Interpreter – TI	
Junior Trainee Interpreter – JTI	

## 3. Eligibility Criteria for Membership of the Register of BSL/English Interpreters

**Only those applying for Membership of the Register of BSL/English Interpreters should complete this section. Please indicate below which of the following qualifications you hold, and the date on which it was attained/awarded.**

<i>Qualifications/assessments currently available and recognised</i>	<b>Please ✓</b>	<b>Date Achieved</b>
UCLAN Postgraduate Diploma in BSL/English Interpreting		
CACDP Level 4 NVQ in Interpreting (BSL/English) 2001-2007 Units 4.1, 4.2, 4.3, 4.4, 4.6 <b>and</b> <b>either</b> 4RSL and 4PSL <b>or</b> RSL4, PSL4A and PSL4B		
CACDP Level 4 NVQ in Interpreting (BSL/English) (INT4) From 1 October 2006 <b>AND ONE of the following:</b> CACDP Level 4 NVQ units (or full NVQ) in BSL University of Bristol BSc (Hons) Deaf Studies (Interpreting) 2002 onwards: BSL Advanced Level Module D30002 (65% or above) University of Wolverhampton BA (Hons) Interpreting (BSL/English) Specialist Award: BSL Module IG 3006 Grade B11 or above		
University of Leeds MA in Interpreting Studies: BSL-English (with a mark of 53% or above for the module BSL for Interpreters MODL 5802)		
University of Leeds Post Graduate Diploma in Interpreting Studies: BSL-English (with a mark of 53% or above for the module BSL for Interpreters MODL 5802)		

<i>Qualifications/assessments no longer available but still recognised</i>	<b>Please ✓</b>	<b>Date Achieved</b>
DWEB Status – registered with CACDP in 2001-2002		
DWEB Status – not registered with CACDP in 2001-2002 (Evidence of having attended the refresher course is required)		
CACDP RSLI Examination		
CACDP Graduate Interpreter Programme		
CACDP Interpreter Assessment Programme		
University of Durham MA in BSL/English Interpreting		
University of Durham Post Graduate Diploma in BSL/English Interpreting		
SASLI Registered Qualified – prior to 1 April 2002 (please supply evidence)		

#### 4. Eligibility Criteria for Trainee Interpreter Status

Please indicate below which of the following qualifications you hold, and the date on which it was attained/awarded. Applicants need to indicate which criteria they fulfil in **both a) and b)** sections and to supply copies of evidence of both **if applying for the first time**. If you are awaiting results which will be verified **before** the registration date, submit your application form by the deadline with all other supporting information.

If you have been a registered Trainee Interpreter for more than 3 years please also complete Form RTI-07.

<b>a) Interpreter Training/Qualifications</b>	<b>Please ✓</b>	<b>Date Achieved</b>
<i>Higher Education Route</i>		
University of Bristol BSc (Hons) Deaf Studies (Interpreting) 2002 onwards including module D30001 Deaf Studies in Practice		
University of Wolverhampton BA in BSL/English Interpreting (2000 – 2001)		
University of Wolverhampton BA (Hons) Interpreting (BSL/English) Specialist Award: 2002 onwards		
University of Durham Postgraduate Diploma in Interpreting with the Deaf Community meeting the requirements laid out in the Routes to Registration document		
Transferred from RTI category 2001-2002 to TI category on 1 April 2002 (only available to those registered as TI on 1 December 2003)		1 April 2002
<i>NVQ route</i>		
<b>Either</b> registered candidate for the 3 mandatory and 2 optional interpreting units of the Level 4 NVQ in Interpreting (BSL/English) with a CACDP-Approved NVQ Interpreting Assessment Centre Accredited 2001		<b>Date registered</b> <b>Centre name</b> <b>Candidate no.</b>
<b>Or</b> registered candidate for the 4 mandatory and 1 optional interpreting units of the <b>new</b> Level 4 NVQ in Interpreting (BSL/English) with a CACDP-Approved NVQ Interpreting Assessment Centre Accredited 2006		<b>Date registered</b> <b>Centre name</b> <b>Candidate no.</b>

<b>b) BSL</b>	<b>Please ✓</b>	<b>Date Achieved</b>
CACDP Level 4 NVQ Units (or full NVQ) in British Sign Language		
University of Bristol BSc (Hons) Deaf Studies (Interpreting) 2002 onwards: BSL Advanced Level Module D30002 (65% or above)		
University of Wolverhampton BA (Hons) Interpreting (BSL/English) Specialist Award: applicants who have taken the IRP BSL assessment in 2002 and 2003 and obtained the designated mark (or above) for TI status		
University of Wolverhampton BA (Hons) Interpreting (BSL/English) Specialist Award: BSL Module IG 3006 Grade B11 or above		

## 5. Eligibility Criteria for Junior Trainee Interpreter Status

Please indicate which qualifications you hold or are undertaking and relevant dates. Applicants need to provide information in relation to **both sections a) and b)** and to supply copies of evidence for both.

In addition please also complete and return **as appropriate**:

- Form NJTI-07 if you are a **new** applicant and are **currently undertaking a recognised Interpreter Training Programme (ITP)**;
- Parts 1 and 2 of Form RJTI-07 if you are **renewing** your registration but have **not yet completed the recognised ITP you are undertaking**;
- Part 3 of Form RJTI-07 if you are **renewing** your registration and **have been a JTI for more than 3 years**.
- Parts 1 and 2 of the IIDP Form if you are a **new** applicant and are **currently undertaking a recognised Individual Interpreter Development Programme (IIDP)**. Part 3 of the IIDP form if you are **renewing** your registration but have **not yet completed the recognised IIDP you are undertaking**.

a) Interpreter Training	Please ✓	Date commenced	Date achieved or expected to achieve
<i>Higher Education Route: undertaking or successful completion of</i>			
UCLAN BA (Hons) Deaf Studies (must include all modules from Graduate Diploma in BSL & Communication Studies)			
UCLAN/SLI Graduate Diploma in BSL & Communication Studies			
UCLAN/SLI Postgraduate Diploma in BSL/English Interpreting			
University of Bristol Dip HE: up to 2000 University of Bristol BSc in Deaf Studies: 2001 only			
University of Bristol BSc (Hons) Deaf Studies (Interpreting): 2002 onwards			
University of Wolverhampton BA in BSL/English Interpreting: 2000 and 2001			
University of Wolverhampton BA (Hons) Interpreting (BSL/English) Specialist Award			
Heriot-Watt University Certificate in Interpreting Studies and Skills (BSL/English)			
University of Leeds MA in Interpreting Studies: BSL-English			
<b>Successful completion</b> of Middlesex University/City Lit BA (Hons) Deaf Studies Communication Support and Education (Interpreting Option) – must include a pass in all summative skills assessments in modules Principles of Interpreting 2 and Social Science Learning Module (Placement)			
<b>Successful completion</b> of BIFHE's Introduction to BSL/English Interpreting programme			
<b>Successful completion</b> of Durham University's Postgraduate Diploma in Interpreting with the Deaf Community meeting the requirements laid out in the Routes to Registration document			

NVQ Route	Please ✓	Date enrolled	Centre name
Enrolled at a CACDP-Approved NVQ Interpreting Assessment Centre and undertaking an Individual Interpreter Development Programme (IIDP) towards the Level 4 NVQ Units in BSL and Interpreting			

Transferred from RTI category 2001 – 2002 to JTI category on 1 April 2002			<b>1 April 2002</b>
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b) BSL	Please ✓	Date Achieved
CACDP Stage 3 Certificate in British Sign Language		
CACDP Level 3 NVQ Units (or full NVQ) in British Sign Language		
CACDP Level 3 Certificate in British Sign Language		
University of Bristol Dip HE up to 2000: Module BSL 7 (51 or above)		
University of Bristol BSc in Deaf Studies 2001 only: Module BSL 7 (51 or above)		
University of Bristol BSc in Deaf Studies (Interpreting) 2002 only: BSL Intermediate Level B (48% or above)		
University of Bristol BSc (Hons) Deaf Studies (Interpreting): December 2003 onwards: BSL Intermediate Level B D20028 (60% or above)		
University of Bristol BSc (Hons) Deaf Studies (Interpreting): BSL Advanced Module D30002 (45% - 64%)		
UCLAN/SLI Graduate Diploma in BSL & Communication Studies modules DF3002 (Pass) and DF3003 (60% or above)		
UCLAN BA (Hons) Deaf Studies modules DF3002 (Pass) and DF3003 (60% or above)		
University of Wolverhampton BA in BSL/English Interpreting 2001: BSL assessment at the designated mark or above		
University of Wolverhampton BA (Hons) Interpreting (BSL/English) Specialist Award: applicants who have taken the IRP BSL assessment in 2002 and 2003 and obtained the designated mark (or above) for JTI status		
University of Wolverhampton BA (Hons) Interpreting (BSL/English) Specialist Award: BSL module IG 2002 Grade D5 and above		

### Checklist of enclosures:

- Completed and signed Registration Application Form.
- Evidence of successful completion of a recognised Interpreter Training Programme (where required).
- Evidence of successful completion of recognised qualification or assessment in BSL (where required).
- Completed, **if appropriate**, one of the following forms: NJTI-07, RJTI-07, RTI-07, IIDP Form.
- Two passport sized photographs.
- Evidence of Professional Indemnity Insurance.
- Evidence of Criminal Records Bureau – Enhanced Disclosure Certificate or equivalent.
- Completed and signed Online Directory Entry Form (if appropriate).
- Payment.

## 6. Declaration

I have read and agree to adhere to the conditions for the registration of interpreters.

a) I agree to abide by the IRP Code of Ethics and Guidelines for Professional Practice.

b) I agree to abide by the IRP Complaints and Disciplinary Procedure.

c) I agree to inform service users of my registration status, using one of the terms below:

- Member of the Register of BSL/English Interpreters – MRSLI.
- Trainee Interpreter (BSL/English) – TI.
- Junior Trainee Interpreter (BSL/English) – JTI.

d) I enclose 2 passport sized photographs for my ID badge.  
(Please print your name and/or ID number on the back of the photograph)

e) I understand that the information I have provided will be used by the IRP for the purposes of registration and the associated functions carried out by the IRP. The IRP will not disclose this information to any other person or organisation, except in connection with these purposes. The IRP's Data Protection Statement is available on the IRP's web pages on CACDP's website ([www.cacdp.org.uk](http://www.cacdp.org.uk)) or by contacting the IRP.

f) I enclose evidence of my Professional Indemnity Insurance (PII).

- I am covered by ASLI's policy (no evidence required - this will be verified with ASLI).
- Copy of my own PII policy schedule.
- Other evidence that I have insurance which covers me when working as an interpreter.

I accept that if my PII runs out during the registration year I will renew the policy to ensure I am covered for the full period of this registration. I will ensure that I am covered for **all** work I carry out as an interpreter.

g) I enclose evidence of my Criminal Records Bureau – Enhanced Disclosure. In order to meet the IRP's requirements in relation to Enhanced Disclosure, the Certificate (or equivalent) should be less than 3 years old at the date from which your registration takes effect, i.e. April, September, January.

- A copy of the Enhanced Disclosure Certificate.
- A covering letter from a Police Force which has carried out a Police Check at the level of Enhanced Disclosure.
- A letter on headed notepaper from an employer/training organisation stating that I have a current Enhanced Disclosure Certificate.
- A covering letter from an umbrella organisation confirming that I have a current Enhanced Disclosure Certificate.
- I submitted a copy of my Enhanced Disclosure Certificate with my previous registration application which still meets the IRP's requirements.

I accept that if my Criminal Records Bureau – Enhanced Disclosure becomes more than 3 years old during the registration year, I will have a further check carried out to meet the IRP's requirements.

h) I understand that the following information will be displayed on the open Register on the CACDP website ([www.cacdp.org.uk](http://www.cacdp.org.uk)):

- My name.
- Registration status (including previous 2 years).
- That I am covered by a current PII Policy.
- That I have a current Criminal Records Bureau – Enhanced Disclosure Certificate or equivalent.

i) I understand that my signature below is a declaration of my acceptance of all of the conditions contained in this declaration.

I confirm that all of the documentation that I have submitted with this form and supporting information is true and valid for the full period of my registration.

Signature .....

Date.....

## Part B – Payment Details

### 1. Fees

**a) Application fee (payable by those applying to enter any category for the first time, including those applying to upgrade from one registration category to another)**

There is a **non-refundable application fee of £30**. This fee goes towards the cost of processing your application and convening the meeting of the IRP, at which your application will be ratified.

I enclose an application fee of £30. Please ✓

**b) Registration fee (payable if registering for the first time in the current registration year)**

This fee goes towards the costs of registration, the work of the IRP and the benefits listed below.

Please ✓ to indicate the appropriate amount.

	1 April 2007	1 Sept 2007	1 Jan 2008
Member of the Register	£115 <input type="checkbox"/>	£80 <input type="checkbox"/>	£40 <input type="checkbox"/>
Trainee Interpreter	£100 <input type="checkbox"/>	£70 <input type="checkbox"/>	£35 <input type="checkbox"/>
Junior Trainee Interpreter	£80 <input type="checkbox"/>	£60 <input type="checkbox"/>	£30 <input type="checkbox"/>

I enclose a registration fee. Please ✓

**c) Registration upgrade fee (payable if transferring from one category of registration to another during the registration year)**

This reflects the difference between the fees for your current and new categories of registration for the remainder of the year. Please ✓ to indicate the appropriate amount.

	From 1 Sept 2007	From 1 Jan 2008
Trainee Interpreter to Member of the Register	£15 <input type="checkbox"/>	£10 <input type="checkbox"/>
Junior Trainee Interpreter to Trainee Interpreter	£15 <input type="checkbox"/>	£10 <input type="checkbox"/>
Junior Trainee Interpreter to Member of the Register	£25 <input type="checkbox"/>	£15 <input type="checkbox"/>

I enclose a registration upgrade fee.

Please ✓

The registration fee entitles me to:

a) the following benefits from the IRP:

- Identity badge.
- Registration certificate (for Members of the Register only).
- Regular factsheets.
- Administration of the Complaints and Disciplinary Procedure.

b) the following benefits from CACDP:

- Registration and Qualifications Newsletter.
- Job advertisements submitted by employers.
- Details of training events submitted by training providers.
- A listing on CACDP's website as outlined in 6h) of the declaration.
- An opportunity of having a free advertising entry in the Online Directory, access to which is open to subscribers.

**Please complete the separate CACDP Online Directory Entry Form if you wish to advertise your details.**

## 2. Payment

Total amount payable =

Fees	£
A - Application Fee	
B - Registration Fee	
C - Registration Upgrade Fee	
<b>Total Amount</b>	

I enclose a cheque made payable to CACDP.

Please ✓

If paying by cheque, do you require a receipt?

YES/NO

### OR – Companies and Professional Organisations only:

Please send an invoice to:

Please ✓

Name:

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Address:

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**NB – Should your application be successful for JTI, TI or MRSLI status, you will be entitled to a 50% discount on registration fees for Deafblind Interpreter (Manual) status. Please contact the Registration Department for further information or an application form.**

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Please return this form to:

The Administrator  
**Independent Registration Panel**  
Registration Department  
c/o CACDP  
Durham University Science Park, Block 4  
Stockton Road  
Durham DH1 3UZ

Telephone: 0191 383 1155

Textphone: 0191 383 7915

Fax: 0191 383 7914

Email: [administration@independentregistrationpanel.org.uk](mailto:administration@independentregistrationpanel.org.uk)

# The Independent Registration Panel

## IRP

for  
British Sign Language/English Interpreters

### APPLICATION FOR TRAINEE INTERPRETER STATUS REGISTRATION DATE: 1 January 2008

**For completion by candidates following the NVQ route to registration**

Applicants should arrange for this form to be completed by the approved assessment centre where they are registered for the 5 interpreting units of the Level 4 NVQ in Interpreting. The form must be enclosed with your registration application form and both forms should be submitted by the relevant closing date to:

The Independent Registration Panel  
C/o CACDP  
Durham University Science Park  
Block 4  
Stockton Rd  
Durham DH1 3UZ

Name of applicant: .....

Centre name: .....

I confirm that the person named above is a registered candidate for the 5 interpreting units of the Level 4 NVQ in Interpreting with this centre and is collecting evidence for all 5 units.

Name and position	Signature	Date

# The Independent Registration Panel

## IRP

for  
British Sign Language/English Interpreters

### APPLICATION FOR JUNIOR TRAINEE INTERPRETER STATUS REGISTRATION YEAR 2007-2008

Applicants should complete Part 1 if they are currently undertaking a recognised **Interpreter Training Programme (ITP)** and ask the training provider to confirm this information by completing Part 2. Please ensure that this form is enclosed with your registration application form if appropriate and submit both forms by the relevant closing date to:

The Independent Registration Panel  
C/o CACDP  
Durham University Science Park  
Block 4  
Stockton Rd  
Durham DH1 3UZ

**NB: If you have completed your recognised ITP you do not need to fill in this form.**

Name of applicant: .....

#### PART 1 – To be completed by the applicant if they are currently undertaking a recognised ITP

##### INTERPRETER TRAINING PROGRAMME (ITP) RECOGNISED BY THE IRP

Programme provider's name: .....

Programme title: .....

Date commenced: .....

Expected completion date: .....

#### PART 2 – To be completed by the training provider

Please complete:

**I confirm that the person named above is attending the above ITP.**

Name and position	Signature	Date

**The Independent Registration Panel**  
The Registration Department, c/o CACDP, Durham University Science Park, Block 4  
Stockton Road, Durham, DH1 3UZ  
Telephone: 0191 383 1155 (voice) or 0191 383 7915 (textphone)  
Email: [administration@independentregistrationpanel.org.uk](mailto:administration@independentregistrationpanel.org.uk)

# The Independent Registration Panel

## IRP

for  
British Sign Language/English Interpreters

### CODE OF ETHICS 2007-2008

In this document *interpreter* means any person who is registered by the Independent Registration Panel (IRP) as a *Member of the Register of Sign Language Interpreters (MRSLI)*, a *Trainee Interpreter (TI)* or a *Junior Trainee Interpreter (JTI)*, according to the current conditions of registration.

Interpreters are expected to abide by the *Code of Ethics* and to follow the *Guidelines for Professional Practice for BSL/English Interpreters* which covers issues of professional competence, practice and procedures that are specific to the work of an interpreter.

The *Code of Ethics* sets out the principles that underpin the work of an interpreter. The purpose of the *Code of Ethics* is to ensure that a working interpreter considers the fundamental rights of those involved in, or affected by, any aspect of an interpreting assignment. The interpreter should be able to justify any course of action by reference to the *Ethical Principles*.

#### Ethical Principles

These are the principles of the *Code of Ethics* that are agreed by all registered interpreters.

The interpreter shall:

- do no harm;
- be honest;
- keep her/his word;
- act justly and fairly;
- respect the personal choices another person makes;
- strive to do good.

In the event of a conflict arising between principles, priority should be given to 'do no harm'.

These six principles support and shape the *Guidelines for Professional Practice*.

Under the *Complaints and Disciplinary Procedure* an interpreter may be asked to explain why they seemed to breach the *Guidelines for Professional Practice*. They may defend their action by reference to the *Ethical Principles*.

#### The Independent Registration Panel

The Registration Department, c/o CACDP, Durham University Science Park, Block 4  
Stockton Road, Durham, DH1 3UZ

Telephone: 0191 383 1155 (voice) or 0191 383 7915 (textphone)

Email: [administration@independentregistrationpanel.org.uk](mailto:administration@independentregistrationpanel.org.uk)

# The Independent Registration Panel

## IRP

### for British Sign Language/English Interpreters

## GUIDELINES FOR PROFESSIONAL PRACTICE 2007-2008

In this document interpreter means any person who is registered by the Independent Registration Panel (IRP) as a Member of the Register of Sign Language Interpreters (MRSLI), a Trainee Interpreter (TI) or a Junior Trainee Interpreter (JTI) according to the current conditions of registration.

### Status and Spirit of the Code

The IRP requires interpreters when working with consumers, or managing, training, supervising or mentoring other interpreters to abide by the Code of Ethics and the following Guidelines for Professional Practice. It is a condition of registration that interpreters confirm in writing their willingness to abide by the Code of Ethics and the Guidelines for Professional Practice.

The aim of the Guidelines for Professional Practice and the Code of Ethics is to ensure that communications across languages and cultures are carried out consistently, competently and impartially; this sets a framework for interpreting, which will be upheld, if necessary, by the IRP's Complaints and Disciplinary Procedure.

### Definitions

Principal means any person or organisation that books the services of an interpreter.

- *Consumer* means any person or organisation using the services of an interpreter.
- *Work and assignment* mean interpreting work, and also work related to interpreting, e.g. managing, training, supervising, examining and mentoring.
- *Parties* means all those involved in the interpreting assignment.

### 1. Fundamental Principles

- 1.1 Interpreters respect consumers' rights.
- 1.2 Interpreters do not discriminate against parties, either directly or indirectly, on any grounds.
- 1.3 Interpreters respect confidentiality.
- 1.4 Interpreters demonstrate a commitment to continuing professional development.
- 1.5 Interpreters do not engage in any behaviour that may bring the profession into disrepute.

## **2. Acceptance of Work**

- 2.1 Interpreters should only undertake interpreting assignments for which they have the appropriate qualifications, competence, and experience.
- 2.2 Interpreters should not accept an assignment where their impartiality could be questioned. Interpreters will disclose any information, including conflicts of interest, which may make them unsuitable for an assignment.
- 2.3 Interpreters may refuse any assignment without giving a reason.
- 2.4 If an interpreter is unable to undertake an assignment that s/he has accepted, the principal should be informed as soon as possible. If the interpreter is in a position to do so, s/he should assist in finding an appropriate interpreter to take her/his place. Interpreters should not hand over an assignment to another interpreter without the agreement of the principal.
- 2.5 Interpreters should, if possible, only accept work on agreed terms and conditions.
- 2.6 Fees for interpreting work should be agreed between the interpreter and the principal.
- 2.7 Once interpreters have accepted an assignment, they should not change the agreed terms and conditions without the agreement of the principal, preferably in writing or on video.

## **3. Standards of Work**

- 3.1 Interpreters should endeavour to interpret as accurately as possible; they should not add nor take anything away from the intended meaning and should keep to the spirit of what is said or signed.
- 3.2 Interpreters should strive to ensure that complete and effective communication takes place.
- 3.3 If there are communication problems during an assignment, interpreters should look to solve these using their professional skills.

## **4. Confidentiality**

- 4.1 Interpreters are expected to keep confidential any information pertaining to, or arising from an interpreting or interpreting related assignment. The only exceptions to this requirement are listed in 4.2, 4.3, and 4.4.
- 4.2 An interpreter may require evidence of interpreting for training or assessment purposes. The interpreter should, though, respect the consumer's right to confidentiality and only use such evidence with their expressed permission.
- 4.3 The interpreter may pass on information pertaining to or arising from an interpreted assignment if failure to do so could result in prosecution or if required to do so by law.
- 4.4 Interpreters may pass on information pertaining to or arising from an interpreted assignment to protect the welfare of an individual or the community at large.
- 4.5 Information given and interpreted in public is not confidential.
- 4.6 If required, and with the agreement of all parties, the interpreter may work to the confidentiality policy of the employing institution (e.g. educational establishment or health service).

## **5. Impartiality**

- 5.1 Interpreters should be impartial, and show no bias or preference to any consumer when interpreting.
- 5.2 Interpreters should not benefit unfairly from any information learned while they are working.
- 5.3 Conflicts of interest should be declared as soon as possible, if these have not been disclosed when accepting an assignment.

## **6. Professional Behaviour, Development and Relationships**

- 6.1 Interpreters are expected to support the reputation of the interpreting profession and work to improve their professional standards and status through continuing professional development.
- 6.2 Interpreters will respect the ethics and the working practices of other professions.
- 6.3 Interpreters should endeavour to present and behave in a manner appropriate to the context of the interpreted interaction.
- 6.4 Interpreters may advertise their services but what is advertised must be accurate, relevant and must not mislead.
- 6.5 Interpreters are expected to support their colleagues in the course of their duties.
- 6.6 Interpreters should co-operate with and, where possible, support other language service professionals (e.g. speech to text reporters, lipspeakers, deafblind interpreters, etc) in order to ensure the provision of the best quality service to all consumers.

### **The Independent Registration Panel**

The Registration Department, c/o CACDP, Durham University Science Park, Block 4  
Stockton Road, Durham, DH1 3UZ

Telephone: 0191 383 1155 (voice) or 0191 383 7915 (textphone)

Email: [administration@independentregistrationpanel.org.uk](mailto:administration@independentregistrationpanel.org.uk)

# The Independent Registration Panel IRP for British Sign Language/English Interpreters

## PROFESSIONAL INDEMNITY INSURANCE AND CRIMINAL RECORDS BUREAU ENHANCED DISCLOSURE

Your registration application form must be accompanied by evidence of your Professional Indemnity Insurance cover and your Criminal Records Bureau Enhanced Disclosure Certificate (or equivalent). Your registration application form, together with this evidence, must be returned to the IRP by the relevant closing date.

### Professional Indemnity Insurance (PII)

You are required to provide evidence that you have obtained PII cover for the period of the registration year. The PII requirement can be fulfilled through any one of the following:

- Confirmation of PII obtained through ASLI membership.
- A copy of your own PII policy schedule.
- Other evidence that you have insurance which covers you when working as an interpreter.

It is the responsibility of each interpreter to ensure that s/he has PII cover for the full registration period and for all work that s/he may carry out as an interpreter

### Criminal Records Bureau (CRB) Enhanced Disclosure

You are required to provide evidence that you have obtained a CRB Enhanced Disclosure Certificate (or equivalent) for the period of the registration year. This Certificate (or equivalent) should be less than three years old at the date from which your registration takes effect, i.e. April, September, January. The CRB Enhanced Disclosure requirement can be fulfilled through any one of the following:

- A copy of your Enhanced Disclosure Certificate (you only need to submit that section of the Certificate containing your name and address, the disclosure number and date of issue).
- A covering letter from an umbrella organisation confirming that you have a current Enhanced Disclosure Certificate.
- A covering letter from a Police Force confirming that you have had a police check carried out at the level of Enhanced Disclosure.
- A letter on headed notepaper from an employer/training organisation stating that you have a current Enhanced Disclosure Certificate.

If you are applying to renew your registration and you submitted a CRB Enhanced Disclosure Certificate (or equivalent) last year which meets the above requirements, please state this on the application form.

Further information on PII and CRB Enhanced Disclosure is available on the CACDP website: [www.cacdp.org.uk](http://www.cacdp.org.uk) on the LSP Registration page/Registration/CRB&PII.

### The Independent Registration Panel

The Registration Department, c/o CACDP, Durham University Science Park, Block 4  
Stockton Road, Durham, DH1 3UZ

Telephone: 0191 383 1155 (voice) or 0191 383 7915 (textphone)

Email: [administration@independentregistrationpanel.org.uk](mailto:administration@independentregistrationpanel.org.uk)

# LIST OF REGIONS

For the purpose of the Directory the UK is divided into the following areas:

1. UK
2. England
3. Scotland
4. Northern Ireland
5. Wales
6. Northumberland, Gateshead, Newcastle upon Tyne, North Tyneside, South Tyneside, Sunderland, Durham, Cumbria, Hartlepool, Middlesbrough, Redcar & Cleveland, Stockton on Tees
7. North Yorkshire, Barnsley, Doncaster, Rotherham, Sheffield, Bradford, Calderdale, Kirklees, Leeds, Wakefield, East Riding of Yorkshire, North East Lincolnshire, North Lincolnshire
8. Lincolnshire, Nottinghamshire, Derbyshire, Leicestershire, Northamptonshire
9. Lancashire, Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside, Trafford, Wigan, Knowsley, Liverpool, St Helens, Sefton, Wirral, Cheshire
10. Staffordshire, Shropshire, Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall, Wolverhampton, Hereford and Worcester, Warwickshire
11. Norfolk, Suffolk, Essex, Cambridgeshire
12. Gloucestershire, Oxfordshire, Buckinghamshire, Bedfordshire, Hertfordshire, Berkshire
13. Inner and Outer London
14. Kent, Surrey, East Sussex, West Sussex, Hampshire, Isle of Wight
15. Cornwall, Devon, Dorset, Somerset, Wiltshire, Bath and North East Somerset, Bristol, North West Somerset, South Gloucestershire



# RECOMMENDED PRACTICE FOR ALL LANGUAGE SERVICE PROFESSIONALS WORKING WITH DEAFBLIND PEOPLE

Recognising that deafblind people may require different Language Service Professionals (LSPs) to suit their communication preferences, it is recommended that all LSPs adopt safe working practices when working with deafblind people. The following is a section from the Code of Practice for Deafblind Interpreters (Manual), which is relevant to every LSP working with deafblind people.

- If the LSP is working with a deafblind person, it is part of their job to guide at the place where s/he is working. It may not be part of the job to guide the deafblind person **to and from** that place. The LSP and all concerned must agree this from the outset.
- The LSP has a right to breaks. If the deafblind person has other help at lunch and going to the toilet, the LSP may also have meal breaks. On accepting the assignment the LSP is responsible for ensuring that there is suitable support for the deafblind person during breaks.

# **POLICY FOR THE REGISTRATION OF BSL/ENGLISH INTERPRETERS**

**2007-2008**

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# 1. Introduction

- 1.1 This document sets out the Registration Policy for BSL/English Interpreters including information about the categories of registration.
- 1.2 The document was prepared on behalf of CACDP and was approved by the Board of Trustees in October 1999.
- 1.3 The policy was drawn up by the Registration Policy Working Party with the services of a Consultant. The Working Party was made up of official representatives of the Association of Sign Language Interpreters (ASLI), the British Deaf Association (BDA), the Principal Officers Group and the Royal National Institute for Deaf People (RNID). These representatives acted in their capacity as members of CACDP. The Working Party was established by CACDP's Advisory Committee on Sign Language Interpreting in October 1998.
- 1.4 An extensive process of consultation took place, during which 249 responses were received. The final version of this Policy reflects the views and comments of all who took part in the consultation, members of the Registration Policy Working Party and the members and officers of CACDP. Some changes were made between 1999 and 2003 to reflect the work of CACDP during that period and the impact of the Independent Registration Panel (IRP), which was first established in an interim form in April 2001 and which took its final form during the registration year 2002-2003.
- 1.5 This document describes a training, qualification and registration structure for interpreters comprising 3 categories of registration, but only 1 category – Member of the Register of BSL/English Interpreters – is referred to as 'the Register'. The other 2 categories relate to interpreters who are progressing towards Membership of the Register. Each category has separate criteria and requirements for entry and there will be particular benefits available to members of each category. In addition, a number of support strategies are recommended for members of all categories.
- 1.6 The implementation of this Policy will be dependent upon the existence of an infrastructure to enforce or support these measures and conditions. Additional development work will be required during the implementation phase and will be reported elsewhere on a regular basis.
- 1.7 This Policy, and the infrastructure that supports it, was reviewed during the registration year 2005-2006, and will be reviewed every 3 years thereafter. This will ensure that the process of registration of interpreters is continually informed and appropriately influenced by new developments in the field of interpreting and interpreter training, and by other relevant external events. It is expected, however, that changes made to this Policy as a result of the review process will need only to be minor, since a full review preceded and informed its initial development.

## 2. Key Features of the Registration Policy

### 2.1 Aim of the Policy

The aim of this Policy is to establish and maintain a registration system for BSL/English Interpreters, which will benefit Deaf people, those with whom they wish to communicate and who wish to communicate with them, and interpreters. It seeks to be transparent and enforceable, flexible and inclusive without reducing the quality of service offered.

### 2.2 Professional Standard: a Single Register

Membership of the Register of BSL/English Interpreters represents the professional standard for interpreters in England, Wales and Northern Ireland. Those who are

accepted as Members of the Register will be adjudged to be occupationally competent, demonstrating that they have attained a nationally agreed standard. It has been generally agreed that there should continue to be a single register of interpreters for England, Wales and Northern Ireland.

### **2.3 National Standards**

CACDP is committed to the view that those seeking Membership of the Register, through whatever route, should demonstrate their knowledge, linguistic skills, experience and competence to a nationally agreed standard. This is the National Occupational Standards in Interpreting<sup>1</sup> (BSL/English) (CILT, 2006). A copy of the standards can be found at [www.cilt.org.uk/standards/NOSIrev2006.pdf](http://www.cilt.org.uk/standards/NOSIrev2006.pdf). Details of recognised routes to Membership of the Register are available from the IRP Administrator c/o CACDP.

### **2.4 Independent Registration Panel**

CACDP is committed to the establishment of an Independent Registration Panel (IRP), responsible for administering this Registration Policy from its implementation in April 2002. Details of the membership and role of the Panel can be obtained from the IRP Administrator c/o CACDP.

### **2.5 Variety and Choice of Routes to Registration**

CACDP supports the continued development of training opportunities and other means through which interpreters can achieve the national standards required for Membership of the Register. It is committed to working closely with training organisations, including universities, training and/or assessment centres and other recognised training providers.

The recognised training and development programmes that can be taken en route to Membership of the Register are known as Interpreter Training Programmes (ITPs). Existing ITPs have been mapped against the national standards in order that students will be clear about the content of programmes they are following, and the level and extent to which these meet the national standards. Information relating to ITPs that are currently recognised can be obtained from CACDP.

Another route to Membership of the Register is via the Level 4 NVQ in Interpreting (BSL/English). An Individual Interpreter Development Programme (IIDP) is a programme of interpreter training and development submitted as evidence by an Approved Assessment Centre for the Level 4 NVQ in Interpreting (BSL/English), in order for an individual interpreter to register as a Junior Trainee Interpreter when using the NVQ route to Membership of the Register. Information relating to IIDPs that are recognised for registration purposes can be obtained from the IRP Administrator c/o CACDP.

The implementation of this Registration Policy is intended to ensure that interpreters, employers, Deaf and hearing service users and training bodies have the clearest possible understanding of:

- the variety of curricula and exit levels of different programmes making up the various routes to Membership of the Register;

and

- the levels of training, linguistic skill and experience required of individuals at each phase of their progression towards Membership of the Register.

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<sup>1</sup> These will be referred to as NOSI in the rest of the document.

Any further development of this Policy, or the current administrative procedures that accompany this Policy, will be informed by, and based upon continued consultation with all interested persons and organisations.

## 2.6 **Commitment to Quality: Registration Maintenance**

CACDP is committed to ensuring that those who are Members of the Register and who wish to remain so, demonstrate that they are maintaining their levels of knowledge and skill in interpreting at (or above) that required by the NOSI. Arrangements will be made to facilitate this process and details of these arrangements will be made available by the IRP in due course.

## 3. **Registration Categories**

3.1 Membership of the Register of BSL/English Interpreters represents the professional standard for interpreters in England, Wales and Northern Ireland. This Policy has been devised with the aim of ensuring that anyone who attains Membership of the Register does so through approved training and assessment, demonstrating a minimum level of competence in terms of:

- knowledge of interpreting;
- BSL and English language skills;
- experience of working in a wide variety of interpreting settings;
- safety to practise as an interpreter.

3.2 The Policy is intended to ensure that those working and promoting themselves as Members of the Register do so in a professional manner, in accordance with the Code of Ethics. As a result, it is expected that they will be able to offer a high quality interpreting service to both Deaf and hearing clients.

3.3 Members of the Register, as a result of their level of knowledge, skills and experience, and having undergone appropriate training, may become trainers, assessors or mentors of interpreters. Details of career progression developments, as and when they occur, will be set out in papers from the IRP.

3.4 The structure contained in this Registration Policy covers Membership of the Register of BSL/English Interpreters and categories for those undergoing training and assessment. The Policy identifies the criteria required for entry to each category.

3.5 In addition to the category relating to Membership of the Register of BSL/English Interpreters, there are 2 other categories within this structure which differentiate between interpreters who are at different stages of their training and development. The aim of these categories is to enable consumers, employers and interpreters themselves, to distinguish between the variety of levels of knowledge, linguistic ability, experience and competence attained by individuals. Membership of each of these categories will be dependent upon:

- the ability of an individual interpreter to meet the criteria required by that category;
- the willingness of that individual to agree to, and abide by, any requirements of membership of that category, as identified within this policy.

3.6 These categories reflect:

- the level of training which has been undertaken and qualifications gained;
- the amount and variety of interpreting experience;
- the relative ability to function competently as an interpreter.

3.7 Information about the progression towards and through the Junior Trainee and Trainee categories are set out in this document.

- 3.8 Each category within the structure will carry with it a number of benefits. A list of these benefits is available from CACDP.
- 3.9 Other benefits may be provided to interpreters who are registered under this Policy by trainers, employers and professional associations. It is beyond the scope of this Policy to describe such benefits.

## **4 Junior Trainee Interpreter**

4.1 A Junior Trainee Interpreter is someone who has met the eligibility criteria for this category and is working towards those for Trainee Interpreter status. This category of registration is intended to cater for those who are currently working through, or have successfully completed an ITP or IIDP recognised at this level of registration, and have attained BSL skills that have been assessed at Level 3 together with an agreed standard of English skills. It is expected that their knowledge of the Deaf community and interpreting issues is good but that they are unlikely to have gained a great deal of practical experience of interpreting or of a range of interpreting settings. The Junior Trainee Interpreter satisfies the following:

### **4.2 Entry Criteria**

- Is undergoing or has successfully completed an ITP or IIDP recognised at this level of registration.
- Has attained BSL skills that have been assessed at the Level 3 standard as demonstrated through a mapped and benchmarked assessment or qualification recognised by the IRP.
- Has English language skills of the required standard.

Information relating to recognised ITPs and IIDPs, recognised Level 3 BSL language equivalents and the required English standard for this category of registration, can be obtained from the IRP Administrator c/o CACDP.

### **4.3 Registration Requirements**

- Agrees to abide by the Code of Ethics, Guidelines for Professional Practice, and Complaints and Disciplinary Procedure for BSL/English Interpreters.
- Pays an annual registration fee.
- Informs all who use and contract her/his services of her/his current Junior Trainee status.
- Signs an agreement to abide by the above.
- Provides evidence of meeting any other registration requirements as may reasonably be introduced by the Panel. This includes evidence of Professional Indemnity Insurance and Criminal Records Bureau – Enhanced Disclosure.

### **4.4 Registration Restrictions**

It is the intention of the IRP that one can remain in the Junior Trainee Category for no longer than 3 years. However, this aspect of the policy has yet to be implemented.

### **4.5 Registration Benefits**

This category of registration carries with it a number of benefits. A list of these benefits can be obtained from the IRP Administrator c/o CACDP.

- 4.6 It is recommended that members of all categories consider the following measures, which will be invaluable in supporting their work and professional development:
- Establish links with local and regional training providers.
  - Become involved in local, regional and national support networks for interpreters.

## 6. Trainee Interpreter

5.1 A Trainee Interpreter is someone who has met the eligibility criteria and is working towards meeting the entry requirements for Membership of the Register of BSL/English Interpreters. This category is intended to cater for those who have successfully completed a recognised ITP or are registered for the Level 4 NVQ Units in Interpreting (BSL/English), and have attained BSL skills that have been assessed at Level 4 together with an agreed standard of English skills. Typical candidates for this level of registration might be those whose knowledge of the Deaf community and interpreting issues is good, and who have the required language skills. However, they may not yet have the amount of practical experience of interpreting and interpreting settings required to meet the national standard. As such, they may not have applied for, or have yet been admitted, as Members of the Register.

### 5.2 Entry Criteria

- Has successfully completed a university ITP recognised at this level of registration or is a registered candidate for the 5 interpreting units of the Level 4 NVQ in Interpreting (BSL/English).
- Has attained BSL skills that have been assessed at the Level 4 standard as demonstrated through a mapped and benchmarked assessment or qualification recognised by the IRP.
- Has English language skills of the required standard.

Information relating to recognised ITPs and IIDPs, recognised Level 4 BSL language equivalents and the required English standard for this category of registration can be obtained from the IRP Administrator c/o CACDP.

### 5.3 Registration Requirements

- Agrees to abide by the Code of Ethics, Guidelines for Professional Practice, and Complaints and Disciplinary Procedure for BSL/English Interpreters.
- Pays an annual registration fee.
- Informs all who use and contract her/his services of her/his current Trainee Interpreter status.
- Signs an agreement to abide by the above.
- Provides evidence of meeting any other registration requirements as may reasonably be introduced by the Panel. This includes evidence of Professional Indemnity Insurance and Criminal Records Bureau – Enhanced Disclosure.

### 5.4 Registration Restrictions

It is the intention of the IRP that one can remain in the Trainee Category for no longer than 3 years. However, this aspect of the policy has yet to be implemented.

### 5.5 Registration Benefits

This category of registration carries with it a number of benefits. A list of these benefits can be obtained from CACDP.

5.6 It is recommended that members of all categories consider the following measures, which will be invaluable in supporting their work and professional development:

- Establish links with local and regional training providers.
- Become involved in local, regional and national support networks for interpreters.

## 6. Member of the Register of BSL/English Interpreters

6.1 A Member of the Register of BSL/English Interpreters is someone who has met the nationally recognised standards in interpreting. Membership of the Register represents full membership of the profession. It is intended for those who have shown themselves

to be competent interpreters, possessing appropriate levels of knowledge, linguistic skills and experience, in line with the requirements of the NOSI, and in a variety of interpreting settings. The interpreter satisfies the following:

## 6.2 Entry Criteria

- Has achieved an interpreting qualification recognised for Membership of the Register.
- Has attained a level of knowledge appropriate to meet the NOSI.
- Has attained BSL skills that have been assessed at a minimum of Level 4 or equivalent.
- Has English language skills to the required standard.
- Can demonstrate experience and competence in an appropriate range of interpreting settings to meet the requirements of the national standard.

Information relating to interpreting qualifications recognised at this level, recognised Level 4 BSL language equivalents and the required English standard for this category of registration can be obtained from the IRP Administrator c/o CACDP.

## 6.3 Registration Requirements

- Agrees to maintain her/his levels of knowledge, skill, experience and competence, and to demonstrate this to the Registration Panel.
- Agrees to abide by the Code of Ethics, Guidelines for Professional Practice, and Complaints and Disciplinary Procedure.
- Pays an annual registration fee.
- Informs all who use and contract her/his services of her/his current status as a Member of the Register of BSL/English Interpreters.
- Signs an agreement to abide by the above.

Provides evidence of meeting any other registration requirements as may reasonably be introduced by the Panel. This includes evidence of Professional Indemnity Insurance and Criminal Records Bureau – Enhanced Disclosure

## 6.4 Maintaining Registration

CACDP is committed to ensuring that those who are Members of the Register and who wish to remain so, demonstrate that they are maintaining their levels of knowledge and skill in interpreting at (or above) that required by the NOSI. Arrangements will be made to facilitate this process and details of these arrangements will be made available by the IRP in due course.

## 6.5 Registration Restrictions

Measures may be taken in future to prevent the registration of those who fail to satisfy the requirement for maintenance of skills and competence to practice. However, this aspect of the policy has yet to be implemented.

## 6.6 Registration Benefits

This category of registration carries with it a number of benefits. A list of these benefits can be obtained from the IRP Administrator c/o CACDP.

6.7 It is recommended that members of all categories consider the following measures, which will be invaluable in supporting their work and professional development:

- Establish links with local and regional training providers.
- Become involved in local, regional and national support networks for interpreters.



Advancing Communication  
between  
Deaf and Hearing People

# CACDP ONLINE DIRECTORY ENTRY FORM

## Advertising Details

If you supplied advertising details with your current year's registration form, a printout of this information is enclosed. **If you are not currently advertising in the CACDP Online Directory or you are registering for the first time and wish to advertise, please complete ALL sections.** The details you supply on this form will be used in your advertising entry.

### 1. Contact Details

Please ✓ if there are no changes to your existing entry  indicate any changes below:

Name	
Address	
Email address	

### Telephone contact details

For each telephone number please include the STD code and telephone number, and delete as applicable to identify the type of telephone and service available. Only four telephone numbers can be included.

STD code	Telephone number	Please delete as necessary
		Voice/fax/answerphone/text/mobile/SMS
		Voice/fax/answerphone/text/mobile/SMS
		Voice/fax/answerphone/text/mobile/SMS
		Voice/fax/answerphone/text/mobile/SMS

## 2. Availability

Please ✓ if there are no changes to your existing entry  indicate any changes below:

Availability for work (Please ✓ all relevant boxes)

Weekdays

Evenings

Weekends

Regions/  
countries

Please see list of regions and insert the appropriate number(s) for the regions/countries you are willing to cover.

Catchment (i.e. areas willing to travel to)

Please give details of how far you are prepared to travel for assignments (e.g. 50 mile radius from home, within two hours travel from home).

## 3. Additional Relevant Qualifications

Please ✓ if there are no changes to your existing entry  or indicate any changes below:

These are qualifications that are not directly related to your category of registration, but which may be relevant. These might include:

- Other qualifications in communication and language (e.g. those awarded by CACDP).
- Professional qualifications (e.g. Teaching, Social Work, Law).
- Specialist professional qualifications (e.g. Teaching or Social Work with Deaf People).

Additional relevant qualifications/training	Please specify	Date achieved
Communication/language		
Professional		
Specialist Professional		

## 4. Employment Details

Please ✓ if there are no changes to your existing entry  or indicate any changes below:

Please insert here details of your employment status and employer (where relevant).

Full-time

Part-time

Employed

Self-employed

Job title

Employer (where relevant)

## 5. Membership of Relevant Professional Organisations

Please ✓ if there are no changes to your existing entry  or indicate any changes below:

Association of Sign Language Interpreters (ASLI)	
Scottish Association of Sign Language Interpreters (SASLI)	
British Institute of Verbatim Reporters (BIVR)	
Association of Lipspeakers (ALS)	
Other (please specify)	

## 6. Range of Assignments by Domain and Sub-Domain

Please indicate those domains in which you are willing to work, and domains in which you are not willing to work.

### For information

The open pages of the CACDP Directory lists all domains, by way of general information. In the password protected section of the Directory the items in italics, and your preference for each will be displayed in the form of two lists – one listing those assignments which you are willing to undertake and the other, assignments which you are not willing to undertake.

Please read “Limitations for Trainee Interpreters and Junior Trainee Interpreters” or “Limitations for Level 2 Lipspeakers” prior to completing this section.

If you wish to change your existing advertising details, please tick box B and show your new details in this section. Please tick box A, if you do not wish to make any changes. **New applicants must complete this section.**

<b>Range of Interpreting Assignments</b>			
<b>A – I do not wish to change my range of assignments</b>		(Please ✓) <input type="checkbox"/>	
<b>B – I wish to change my range of assignments and my new details are shown below</b>		(Please ✓) <input type="checkbox"/>	
	Please tick one column per row.	<b>Willing to undertake</b> (Please ✓)	<b>Do not wish to undertake</b> (Please ✓)
<b>Education</b>	<i>Adult Education, i.e. 'leisure' courses</i>		
	<i>Further Education</i>		
	<i>Higher Education and professional</i>		
	<i>Schools, e.g. classroom, staff meetings/training, parents' meetings</i>		
	<i>SEN tribunals</i>		
<b>Employment</b>	<i>Disciplinary proceedings – employment</i>		
	<i>Interviews</i>		
	<i>Training/professional development</i>		
	<i>Work support, e.g. telephone interpreting, meetings, correspondence, supervision</i>		
<b>Health and Social Services</b>	<i>Child protection case conferences</i>		
	<i>Community consultation meetings</i>		
	<i>Housing</i>		
	<i>Physical health, e.g. GPs, hospitals, physio, opticians, dentists, health visitors, ante-natal</i>		
	<i>Social Services casework</i>		
	<i>Social Services home visits and assessments</i>		
<b>Legal and Quasi-judicial</b>	<i>Courts, e.g. magistrates, crown, civil</i>		
	<i>Memorandum interviews with children and vulnerable adults</i>		
	<i>Police interviews (including customs and immigration)</i>		
	<i>Prison or probation</i>		
	<i>Solicitors'/barristers' meetings, law centres</i>		
	<i>Tribunals, e.g. DLA appeals, employment, immigration</i>		

	Please tick one column per row.	<b>Willing to undertake</b> (Please ✓)	<b>Do not wish to undertake</b> (Please ✓)
<b>Leisure</b>	<i>Social</i> events, e.g. wedding reception		
	<i>Sport indoor</i>		
	<i>Sport outdoor</i> , outdoor pursuits		
<b>Mental Health</b>	<i>Clinical interviews</i> , e.g. mental state examinations, assessments		
	<i>Clinical meetings</i>		
	<i>Therapy/treatment</i>		
	<i>Tribunals</i>		
<b>Other Specialisms</b>	<i>Children</i> and young people		
	<i>Conferences</i> and large meetings		
	<i>Disabilities</i> , i.e. deaf people with disabilities		
	<i>Disability politics</i>		
	<i>Driving test</i> (not applicable to Deafblind Interpreters (Manual))		
	<i>Gay/Lesbian/Bisexual</i>		
	<i>Hands On/Visual Frame</i>		
	<i>Minimal language skills</i> clients		
	<i>Other sign languages</i> , e.g. ASL, ISL, international (Not applicable to Deafblind Interpreters (Manual), Lipspeakers and STTR)		
	<i>Political</i>		
	<i>Religion specified</i> , e.g. services, weddings, funerals		
	<i>Telephone</i>		
	<i>Usher</i>		
<i>Video telephony</i> , i.e. remote, distance			
<b>Theatre, Arts, Television</b>	<i>Deaf cabaret</i>		
	<i>Talks</i> , e.g. gallery, museum		
	<i>Television</i> on screen, i.e. front of camera		
	<i>Theatre/opera</i> performance, musicals, pantomime, comedy, etc		
	<i>Workshops</i> or training, arts, TV		

## 7. Declaration

I confirm that the information contained in this form is, to the best of my knowledge, correct at the time of writing.

I understand the information I have provided may be used in connection with CACDP's assessments, awarding and registration processes, charitable activities, products, services and events.

CACDP will not disclose this information to any other person or organisation, except in connection with the above purposes. CACDP's Data Protection Statement is available from the CACDP website ([www.cacdp.org.uk](http://www.cacdp.org.uk)) or by contacting CACDP's Head Office.

Signature ..... Date .....

---

Please return this form to:

**Registration Department**  
c/o CACDP  
Durham University Science Park, Block 4  
Stockton Road  
Durham DH1 3UZ

Telephone: 0191 383 1155  
Textphone: 0191 383 7915  
Fax: 0191 383 7914  
Email: [durham@cacdp.org.uk](mailto:durham@cacdp.org.uk)

## **LIMITATIONS FOR TRAINEE INTERPRETERS AND JUNIOR TRAINEE INTERPRETERS**

The Registration Panel expects that individual BSL/English Interpreters will know their own limitations, and will act within the spirit of the Code of Ethics and Guidelines for Professional Practice in deciding which assignments they are currently sufficiently experienced and competent to accept. The Independent Registration Panel may introduce measures to regulate the work of Trainee and Junior Trainee Interpreters in future years.

However, there are currently no limitations in force regarding particular domains for Trainee and Junior Trainee Interpreters (TI/JTI) other than in the legal domain where the National Agreement stipulates that only Members of the Register of BSL/English Interpreters (MRSLI) should be used. In order to be seen to be actively promoting best practice, CACDP reserves the right to contact TIs and JTIs whose advertising submissions indicates a willingness to work in domains considered unsuitable for interpreters in these categories, e.g. mental health settings. If it is deemed necessary, CACDP may refuse to include this information.

# INDEPENDENT REGISTRATION PANEL FOR BSL/ENGLISH INTERPRETERS

## Routes to Registration 2007 - 08

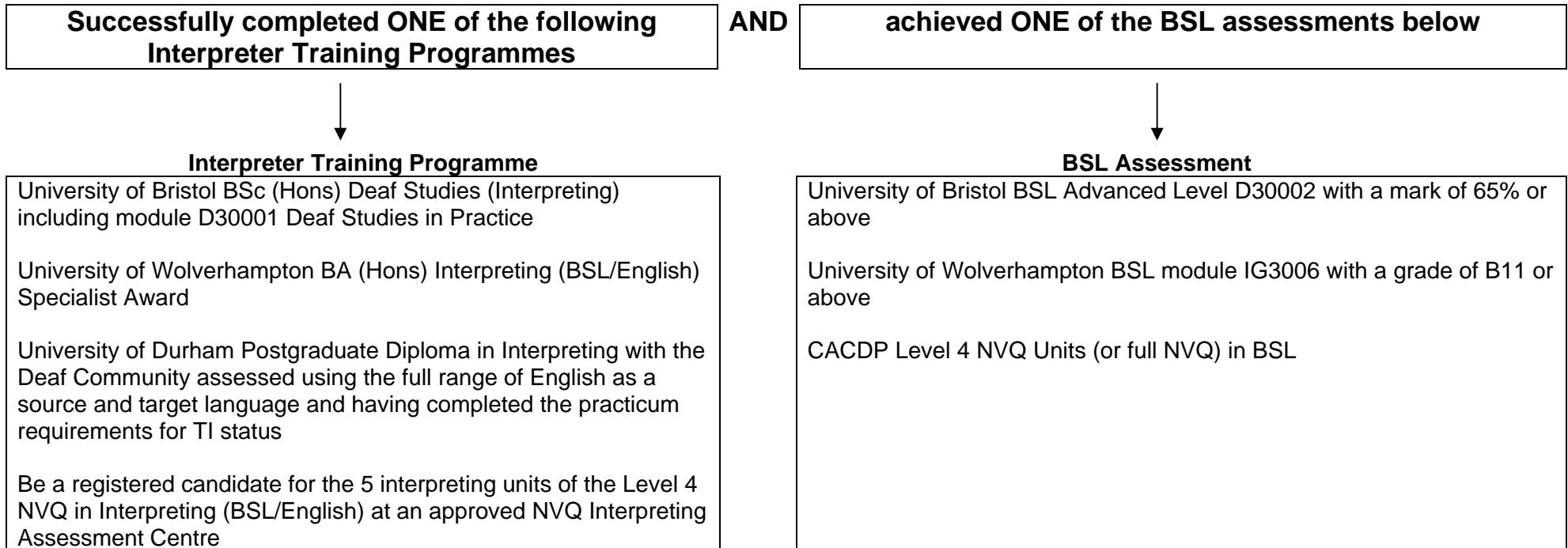
### Member of the Register of BSL/English Interpreters

Successful completion of **ONE** of the following:

University of Central Lancashire (UCLAN)/SLI Postgraduate Diploma in BSL/English Interpreting
Leeds University MA in Interpreting Studies: BSL-English with a mark of 53% or above for module MODL 5802 'BSL for Interpreters'
Leeds University Postgraduate Diploma in Interpreting Studies: BSL-English with a mark of 53% or above for module MODL 5802 'BSL for Interpreters'
Level 4 NVQ in Interpreting (BSL/English) <b>AND</b> have achieved <b>one</b> of the following BSL assessments: <ul style="list-style-type: none"><li>• University of Bristol BSL Advanced Level D30002 with a mark of 65% or above <b>or</b></li><li>• University of Wolverhampton BSL module IG3006 with a grade of B11 or above <b>or</b></li><li>• CACDP Level 4 NVQ Units (or full NVQ) in BSL</li></ul>

# Trainee Interpreter (BSL/English)

*To be eligible to register as a Trainee Interpreter (BSL/English) you must have:*



To be eligible to register as a Junior Trainee Interpreter (BSL/English) you must:

Be undertaking or have successfully completed ONE of the following Interpreter Training Programmes

AND

have achieved ONE of the BSL assessments below

**Interpreter Training Programme**

UCLAN BA (Hons) in Deaf Studies including all the Graduate Diploma modules

UCLAN Graduate Diploma in BSL and Communication Studies

UCLAN/SLI Postgraduate Diploma in BSL/English Interpreting

University of Bristol BSc (Hons) Deaf Studies (Interpreting)

University of Wolverhampton BA (Hons) Interpreting (BSL/English) Specialist Award

Heriot-Watt University Certificate in Interpreting Studies and Skills (BSL/English)

University of Leeds MA in Interpreting Studies: BSL-English

Continued overleaf

**BSL Assessment**

UCLAN Modules DF3002 (Pass) and DF3003 with a mark of 60% or above

University of Bristol BSL Intermediate Level B module D20028 with a mark of 60% or above

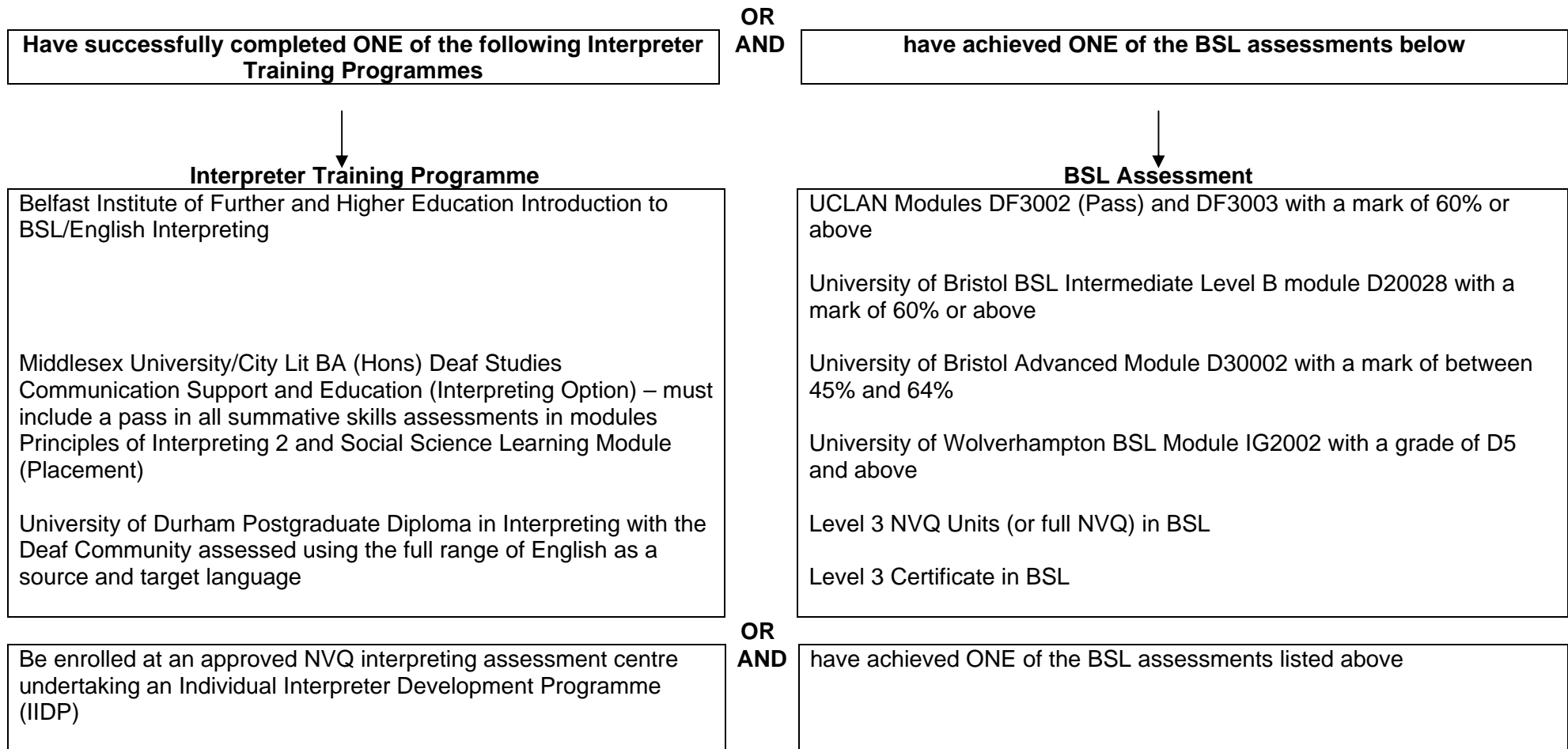
University of Bristol Advanced Module D30002 with a mark of between 45% and 64%

University of Wolverhampton BSL Module IG2002 with a grade of D5 and above

Level 3 NVQ Units (or full NVQ) in BSL

Level 3 Certificate in BSL

# Trainee Interpreter (BSL/English)



For further information on any of the above please contact the IRP Administrator at the following address:

## The Independent Registration Panel

The Registration Department, c/o CACDP, Durham University Science Park, Block 4

Stockton Road, Durham, DH1 3UZ

Telephone: 0191 383 1155 (Voice) or 0191 383 7915 (Textphone)

Fax: 0191 383 7914

Email: [administration@independentregistrationpanel.org.uk](mailto:administration@independentregistrationpanel.org.uk)

## INFORMATION SHEET

ASLI is the professional association and support network for Sign Language interpreters in England, Wales and Northern Ireland. Our membership includes those who work as interpreters and Deaf and hearing people who support our aims. The Association was first formed in 1987, the aims of the Association are:

- (a) to encourage good practice in Sign Language Interpreting
- (b) to represent the interests and views of Sign Language Interpreters and the Sign Language interpreting profession in England, Wales and Northern Ireland

ASLI has a network of regional groups with a chairperson and up to two elected representatives in each. There are also specialist groups, such as the Performing Arts Task Group, Child Protection, LGB Interpreters and more. Representatives from each group attend regular meetings of the Executive. The Executive Committee is composed of these groups' representatives and four national officers: Chair, Vice Chair, Secretary and Treasurer.

ASLI has three seats on the Independent Registration Panel as representatives of the professional association. ASLI seeks to work closely with the Independent Registration Panel in the interest of its members and the profession at large.

ASLI has developed its own Mentoring and Mentor training programme in association with Chereme Ltd. It has also established a Continuous Professional Development (CPD) programme. The ASLI Professional Development Programme (APDP) was launched in January 2002. The courses are offered at discounted rates to ASLI members and reflect their interests. The Association holds an annual conference, in rotation by region, an ideal chance to meet other members and to share experiences and good practice.

ASLI offers Professional Indemnity Insurance to its Associate and Licensed Members as part of a package of benefits. Please see our website for more comprehensive information, [www.asli.org.uk](http://www.asli.org.uk)

For more information on current projects and how to become a member contact ASLI's membership secretary, [membership@asli.org.uk](mailto:membership@asli.org.uk)

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