

## Examination fee

The examination fee set by the Chartered Institute of Linguists for 2016 was £666 and the fee for 2017 is likely to be in the same region. The exact fee will be confirmed in June by the CIoL. Enrolment cards will be distributed during the December session to all candidates. You should either:

- » Complete and return the card to us by the date specified by your Course Tutor, together with your payment in full. Cheques should be made payable to 'Institute of Linguists Educational Trust'.

or

- » Complete and return the card directly to the Chartered Institute of Linguists no later than the 30th January together with your payment in full and confirmation of your chosen centre. Cheques should be made payable to "Institute of Linguists Educational Trust".

We cannot accept responsibility for any late enrolment in this or any session.

### Please Note:

By enrolling in the course you are not committed to sit the exam. In other words, you can undertake any of the courses starting in November and sit the examination, for example, in the following June or in the following year. Please note that for certain "rare" languages the Chartered Institute of Linguists may only offer examinations in alternate years. It is up to candidates to verify that your language is in the Chartered Institute of Linguists list of languages offered for your intended examination diet. The exam is divided into several units. You do not need to sit all units in your first attempt. If you choose to sit only some of the units, you will only need to pay for the units you are sitting.

## Note regarding course content and fluency:

It is expected that you will have complete fluency in your language (both written and spoken) as well as in English. This course is NOT a language course nor is it simply a basic course in 'how to become an interpreter'. This course will cover the Scottish Legal system or Health system, interpreting, translation and sight translation techniques, good practice relating to these in the correct context and opportunity to practice for your exam.

## Cancellation

In the event of cancellation by the applicant/student, a minimum administration fee of £50 will be charged to the student. The following charges apply:

- » Cancellation before the course start date: £50 administration fee
- » Cancellation between start date and 31st December 2016: £75 cancellation fee
- » Cancellation after 31st December 2016: £120 cancellation fee

Cancellation terms are applicable from the date of registration.

Please note that the cancellation fee applies to the date that you inform Global Language Services Ltd of your intention to cancel **regardless** of your **attendance at classes**.

Should, for any reason, the student not undertake the exam, refund of course fees will not be available. In addition to this, should the Chartered Institute of Linguists change the student's preferred examination centre then a refund is not available.

# GLQBAL

## LANGUAGE SERVICES



## Diploma in Public Service Interpreting

**GLQBAL**  
LANGUAGE SERVICES



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## What is the Diploma in Public Service Interpreting DPSI

The DPSI (Diploma in Public Service Interpreting) is the professional qualification offered by the Chartered Institute of Linguists for interpreters working in the public sector in the UK. Most public sector organisations are now insisting that interpreters have this qualification, including the Scottish Courts Service, Crown Office and Procurator Fiscal Service, Scottish Children's Reporter Administration, NHS, most Councils, the Ministry of Justice and Police Authorities.

The DPSI is currently the only widely recognised qualification for bilingual speakers wanting to work in these settings and represents the easiest route to become a 'qualified interpreter'.



## Available Courses for 2016-2017 session

The following courses will be available for the 2016-2017 session:

Glasgow evening course  
**November 2016 to June 2017**

Glasgow weekend course  
**November 2016 to June 2017**

Edinburgh weekend course  
**November 2016 to June 2017**

Inverness community course  
**November 2016 to June 2017**

Aberdeen community course  
**November 2016 to June 2017**

Any given course will only run if there is enough demand, so we would ask you to apply early in order to avoid disappointment and in order to allow us to plan the programme of studies. Places for these courses are limited and are generally offered on a first come, first served basis. Some of the courses do tend to sell out, so candidates are encouraged to apply as early as possible.

## Available Options

2016 - 2017 - Scottish Law

Health Option (Glasgow evening only)

ILA200 funding is available towards the course fees of all the above courses. You can check your eligibility for such funding using the following link <http://www.myworldofwork.co.uk/content/ila-eligibility-checklist>

## Benefits

DPSI qualified interpreters may benefit from a variety of rewards, including:

- » The IoLET Level 6 Diploma in Public Service Interpreting (QCF) is recognised by the Open University; credit is awarded in the form of 30 points at level I with BA designation.
- » Higher rate of pay with Global Language Services Ltd and some other agencies
- » Many public service organisations now consider the DPSI as the standard benchmark for a 'qualified interpreter'.
- » The Home Office interpreter registration process shows preference for DPSI qualified linguists.
- » Career enhancement for many multinationals in the private sector.
- » Eligibility for membership of the Chartered Institute of Linguists.
- » Opportunity to apply for membership of the Institute of Translation and Interpreting.
- » Option to be entered into the National Register of Public Service Interpreters.

## Course Structure

**Evening courses** normally run on Thursday evenings for the Law option and Wednesday evenings for the Health option. On sessions when there is a lot of demand for the evening courses, additional evening courses might be scheduled on a different weekday.

**Weekend courses** will take place over several weekends for a period of seven months. There will be 10 full day sessions (10am to 4pm) in total, with a timetable being made available nearer the time.

**Community courses** (Inverness and Aberdeen only). This mode of study includes a mix of face-to-face and online provision. It includes 4 online sessions, plus 6 full day sessions, with a timetable being made available nearer the time. All sessions run during the weekend.

## Fees and Payment schedule

The current tuition fee for all the above courses is subsidised and, as such, it is set at £350.

Students can pay for the course fees using their own funds or can use ILA Funding to pay part of the course fees, with the remaining £150 due by the end of November 2015. If funding their own studies, students can pay for the course in full upon registration or by instalments\* as follows:

- » £136 upon registration
- » £114 to be received by 30th November 2016
- » £114 to be received by the 29th February 2017 (to avoid examination fee deadline).

*\*Please note that payments by instalments are subject to a 4% surcharge*

Cheques should be made payable to 'Global Language Services Ltd' Interpreters working regularly for Global Language Services Ltd can request in writing to have tuition fees deducted from their salary if earnings permit.

**Please note that Global Language Services Ltd reserve the right to refuse such requests.**

Please note that a place on the course will not be reserved until the first instalment is paid.

**In the event of non payment of fees, students may be removed from the course.**

## Early Bird Registration

The Early Bird Fee is £300 and the deadline is the 30th of June 2016.

In order to take advantage of the Early Bird Fee, you will need to register and: submit your ILA

account number or payment (first instalment if paying by instalments).

## Enrolment

The following should be sent to us at the Glasgow office (by post, fax or email) to enrol:

- » Completed registration form.
- » Copy of CV
- » Course fee (see above).

Please Note: We reserve the right to reject applications. In such an instance the course fee will be returned before the start date of the course or usually within two weeks of being received in the case of a late enrolment.

More information regarding the DPSI as well as sample past papers can be obtained from: <https://goo.gl/uOIBzv>

## Course Enquiries

Course enquiries can be made to **Jenny Whyte** or **João Madeira** by:

- » E-mail to: [CPD@globalglasgow.com](mailto:CPD@globalglasgow.com)
- » Telephone to: **0141 429 3429**

## Examination

Candidates will have to travel to Glasgow and/or Edinburgh for their DPSI exam. The examination will take place in June 2017. Note that in the case of rare languages or where there are limited candidates for particular languages then you may be asked by the CIOL to travel to London or another centre in order to take the exam. This is beyond the control of Global Language Services Ltd as the examination timetable is created by the Chartered Institute of Linguists. Any queries on examination timetabling should be directed to the Central Registration Department of the CIOL on 020 7940 3100.

If you miss this course and examination diet, the next available examination diet would be June 2018 as the exam only takes place once a year (with a re-sit for written units in November).