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## Section 1: Registration Process (Standard)

### 1.1 Entry Requirements

1.1.1 The criteria for membership of the Register are:

- a) Applicants possess at least one of the qualification routes specified in Section 1.2 below.
- b) Applicants apply for initial registration either:
  - i. within 24 months of the Register being established, or
  - ii. within 12 months of being awarded their qualification

1.1.2 Applicants who do not meet the above criteria are dealt with in the processes in Section 2.1 and Section 2.2 below.

### 1.2 Qualifications Recognised for Entry onto the Register

1.2.1 The list of currently available qualifications and accreditations recognised for membership by RISLI are:

- a) **Bachelor's Degree in Deaf Studies (Interpreting)**, Irish Sign Language Interpreting, NFQ Level 8, Trinity College Dublin (TCD)
- b) **NVQ Diploma in Sign Language Interpreting** with Level 6 NVQ Certificate in Irish Sign Language (equivalent to NFQ Level 8), Signature
- c) **Deaf Interpreting training course**, Certificate Continuous Professional Development), TCD

1.2.2 The following qualification routes, while no longer being offered by educational providers or organisations, are also recognised by RISLI for membership:

- a) **Diploma in ISL/English Interpreting**, NFQ Level 7, TCD)
- b) **Diploma in Deaf Studies**, ISL/English Interpreting, (equivalent to NFQ Level 8), University of Bristol
- c) **Masters in Interpreting Studies** with Irish Sign Language / English language pair, (equivalent to NFQ Level 9), Queens University Belfast
- d) **Sign Language Interpreting Service / Irish Sign Link Accreditation processes** (1997, 2000, 2006, 2009)<sup>1</sup>

1.2.3 This list of recognised qualifications will be maintained by the Registration Panel and updated when necessary, and will be published on [www.risli.ie](http://www.risli.ie)

### 1.3 Registration Process

1.3.1 In order to **apply for membership** of the Register, applicants must submit:

- a) A completed Registration Form (see Appendix 1)
- b) Evidence of appropriate qualifications as per Section 1.2 above (ideally a notarised copy of the award certificate)
- c) A recent photograph of the candidate's face in electronic format for use on the Register Membership card

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<sup>1</sup> Please see Leeson & Venturi (2017) p. 21-23.

- 1.3.2 The completed application can be emailed to [admin@risli.ie](mailto:admin@risli.ie) or [www.risli.ie](http://www.risli.ie)
- 1.3.3 Canvassing by applicants or by others on behalf of applicants is strictly prohibited.
- 1.3.4 Upon receiving the application, the Secretariat will review the application and send an acknowledgement to the applicant. They will make an initial check of the evidence of qualifications, and may make necessary inquiries to confirm the information contained therein with the relevant educational institutions.
- 1.3.5 If the application indicates a **qualification route not recognised** by RISLI (i.e. if none of the recognised qualification routes have been indicated, and a different qualification is mentioned and the application encloses corresponding evidence), the Secretariat will pursue the Registration Process (Non-Recognised Qualification); see Section 2.1 below.
- 1.3.6 The secretariat will refer the applications to the Registration Panel. A registration sub-committee(s) may be formed to consider the applications for registration. If upon consideration of the application, the Registration Panel and/or registration sub-committee decides that the applicant's application is unsatisfactory, the Secretariat will, following direction from the Registration Panel and/or registration sub-committee, send the applicant a **Registration Unsuccessful Notice**, stating that:
- The application has not been successful
  - The reason(s) why their application has been found by the Registration Panel and/or registration sub-committee to be unsatisfactory
  - That the registrant can appeal the decision of the Registration Panel and/or registration sub-committee not to register them by following the Appeals Process
- 1.3.7 If the applicant's evidence of qualifications are satisfactory, the Secretariat will, following direction from the Registration panel and/or registration sub-committee, carry out the necessary administrative work to add them to the Register. The applicant will be then sent a **Registration Notice**, stating that:
- The application has been successful. The applicant is registered, and a **Registration Number** is given.
  - The date of the registrant's initial registration (i.e. the date of the Registration Notice)
  - The end date of the registrant's first CPD Cycle (i.e. one year after their initial registration date above)
  - The CPD requirements that the registrant must fulfil in the coming CPD Cycle before the end date in (c) above
- 1.3.8 Successful applicants will also be provided with:
- A **Certificate of Registration** with a unique Registration Number.
  - A **Register Membership Card** featuring the registrant's photograph (previously submitted), name, registration number, and date and details of registration status.
  - Once established, login details (a unique ID and password) to log into the **online CPD Portal** section of the Register Website. This will enable the registrant to change their displayed details and access CPD resources.
- 1.3. Applicants can appeal the decision of the Registration Panel not to register them or to attach conditions to their registration by following the Appeals Process.

## Section 2: Registration Processes (Other)

## 2.1 Registration Process (Non-Recognised Qualification)

- 2.1.1 This process applies to an application where an applicant **holds a non-recognised qualification** (i.e. if the applicant holds none of the recognised qualification routes in Section 1.2 above, and the application encloses evidence of a different qualification route).
- 2.1.2 Candidates must submit a Registration Form for admission to the Register (see Appendix 1), but to assist in **evaluation of the interpreter training qualification**, the applicant must also enclose the following:
- a) details about their qualification(s), such as:
    - i. the full title of the qualification(s) and the year obtained
    - ii. name of the educational institution providing the qualification(s)
    - iii. names of academic staff delivering the qualification(s)
    - iv. course programme or syllabus
    - v. college transcript(s) of results
  - b) Details of interpreting experience to date, including years of experience, domains of interpreting, CPD activities carried out. Two referees must be provided.
- 2.1.3 The applicant may be requested to successfully complete a **Skills Check (Baseline)** assessment to demonstrate satisfactory practical skills in interpreting between Irish Sign Language and English.
- 2.1.4 The Registration Panel and/or registration sub-committee may request the registrant to attend a **Registration Meeting** to support the evaluation of their application.
- 2.1.5 Failure to respond to an invitation within 30 days or to attend a Registration Meeting may be taken by the Registration Panel as a withdrawal of the application.
- 2.1.6 Registration Meetings will be held in private, with an Assessor(s) appointed by the panel, who will make a recommendation to the Registration Panel and/or registration sub-committee.
- 2.1.7 If the Registration Panel and/or registration sub-committee decide that the skills and experience is not sufficient and to the level to ensure the applicant's basic knowledge, skills and competencies in interpreting into and from a signed language, the applicant will be sent a **Registration Unsuccessful Notice**. This will state that:
- a) The applicant's non-recognised qualification has been evaluated and has been deemed insufficient to support the application
  - b) The skills and experience have not been deemed by the Registration Panel and/or registration sub-committee to be sufficient and level in interpreting into and from a signed language
- 2.1.8 If the Registration Panel and/or registration sub-committee decide that the qualification, skills and experience is of a sufficient standard and level to ensure the applicant's basic knowledge, skills and competencies in interpreting into and from a signed language, the applicant will be sent a **Registration Approved Notice**. This will state that:
- a) The applicant's non-recognised qualification, skills and experience has been evaluated and has been deemed sufficient
  - b) The Registration Panel and/or registration sub-committee may attach conditions to an applicant's registration
- 2.1.9 Upon being evaluated and approved the qualification may be recommended to the Registration Panel for inclusion on the list of recognised qualification routes in *Entry Standards for Qualification and Criteria for Education Programmes*.

2.1.10 Applicants may appeal any decisions of the Registration Panel and/or registration sub-committee which they are not happy with to the Appeals Panel

## 2.2 Registration Process (Late Registration)

2.2.1 This refers to an application where an applicant has a recognised qualification listed above (Section 1.2), but applies for registration after the period specified in 1.1.1(b) above.

2.2.2 In cases, applicants must submit a Registration Form for admission to the Register (see Appendix 1), but to assist in evaluation of the interpreter training qualification, the applicant must also enclose the following:

- a) their interpreting experience to date, including years of experience, domains of interpreting
- b) log of CPD activities carried out
- c) involvement in the Deaf community since obtaining their qualification
- d) Other information that may be required by the Registration Panel

2.2.3 Late Registration will be considered by the Registration Panel and /or registration sub-committee on a case by case basis. The process will follow that outlined above in 2.1.3 to 2.1.10.

## 2.3 Registration Process (Return to the Register)

2.3.1 If Registration has not lapsed by more than 12 months you can request for membership to be reactivated subject to completion of relevant CPD requirements.

2.3.2 If an applicant is seeking to **return to the Register after 12 months**, the application process will be the same as above (in Section 2.2) and may require a Skills Check to be conducted by Independent Assessors.

2.3.3 If your membership has been revoked for any reason, a prior approval from Registration Panel must be received before proceeding with a new application and may require a Skills Check to be conducted by Independent Assessors. Any conditions that may apply for return to the Register must be met within prescribed timescales.

## 2.4 Registration Process (Fit and Proper)

2.4.1 Applicants must satisfy the Registration Panel and/or registration sub-committee that they are a fit and proper person to carry out interpreting duties, in order to be admitted to the register. This means that applicant must have the skills, knowledge, character and health to enable them to carry out interpreting duties safely and effectively.

2.4.2 If applicants have a serious physical or mental health condition or illness that may affect their ability to carry out interpreting duties safely and effectively, they must give full details. This does not necessarily make applicants ineligible for registration but is an opportunity for applicants to demonstrate how they manage their health issues, and how this enables applicants to carry out interpreting duties safely and effectively.

2.4.3 Applicants must submit a Registration Form for admission to the Register (see Appendix 1), where they must answer questions in relation to their character and health.

2.4.4 The Registration Panel and/or registration sub-committee may request the applicant to attend a **Registration Meeting** in respect of the answers to these questions. Registration Meetings will be held in private. The

Registration Panel and/or registration sub-committee may seek to verify any of the information provided by the applicant in these questions with third parties.

- 2.4.5 Failure to respond to an invitation within 30 days or to attend a Registration Meeting may be taken by the Registration Panel as a withdrawal of the application.
- 2.4.6 If the Registration Panel and/or registration sub-committee decide that the applicant is not a fit and proper person, the applicant will be sent a **Registration Unsuccessful Notice** which will contain reasons for this decision.
- 2.4.7 If the Registration Panel and/or registration sub-committee decide that the applicant is a fit and proper person, the applicant will be sent a **Registration Approved Notice**. The Registration Panel and/or registration sub-committee may attach conditions to an applicant's registration.
- 2.4.8 Applicants may appeal any decisions of the Registration Panel and/or registration sub-committee to the Appeals Panel.

## Section 3: Maintenance and Renewal of Registration

### 3.1 Maintaining Registration - Requirements

3.1.1 In order to maintain their place on the Register, the registrant must:

- a) recognise and act in accordance with the professional **Code of Conduct**
- b) complete the required hours of Continuing Professional Development (CPD)<sup>2</sup>
- c) complete the yearly interpreting work practice hours required
- d) if selected for audit, provide the requested CPD Portfolio documentation and evidence of completion of work practice hours The Registration Panel will nominate an auditor to carry out annual reviews of a minimum of 5% of registrants portfolio
- e) if found deficient in meeting the requirements, agree to undergo a Skills Check assessment if requested
- f) Agree to undergo Garda Vetting, if requested by RISLI.

### 3.2 Renewal of Registration

- 3.2.1 Membership of the Register is continuous, and will be renewed, if the registrant meets the requirements in Section 3.1.1 above for maintenance of registration.
- 3.2.2 As part of the annual CPD Cycle, a Registration Renewal Notification will be issued to registrants.
- 3.2.3 An updated Certificate of Registration and Membership Card will be issued.

## Section 4: Conditions Attached to Registration

### 4.1 Attachment of Conditions

4.1.1 A registrant may, in the following situations, have Conditions placed on their registration:

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<sup>2</sup> Please see *CPD and Mentoring Policy* for full details of hours to be completed, categories of CPD etc.

- a) Where a complaint is found proven in part or in full (see *Complaints and Mediation Processes*).
  - b) Following an application for registration
- 4.1.2 Interpreters registration will need to comply with any conditions attached to their registration within the specified time period.
- 4.1.3 A notification will be issued to the registrant outlining the decision of complaints sub-committee, Registration Panel and/or registration sub-committee to attach any Condition(s). This notice will state:
- a) the Condition(s) to be attached, and the reason(s) for doing so
  - b) a specified time period for completion
- 4.1.4 A registrant may appeal any decision of the complaints sub-committee, Registration Panel and/or registration sub-committee to attach conditions to their registration, within 30 days.
- 4.1.5 The Registration Panel, or a constituent Subcommittee will review and agree if conditions have been met and may require further evidence. If a registrant fails to comply with condition(s) within the specified time period the Registrant will be removed from the Register having been informed in writing of this.

## Section 5: The Published Register

### 5.1 Online Register Directory

- 5.1.1 Once registered, the registrant's name and details will be published as part of a Directory of Registered Interpreters on [www.risli.ie](http://www.risli.ie)
- 5.1.2 The following information will be included on the published Register, for each registrant, on their profile page:
- a) Name
  - b) Registration Number
  - c) Date of first registration
  - d) Specialisation Panel membership(s) (when applicable)
- 5.1.3 The following information *can* be included on the published Register, for each registrant, on their profile page, with the consent of the registered interpreter:
- a) Email
  - b) Phone number
  - c) Photo
  - d) Regions available for work
- 5.1.4 Registrants are responsible for ensuring that the information they provide for inclusion in the published Register Directory is accurate and up to date.
- 5.1.5 Data will maintained in accordance with the *GDPR and Privacy Policy*.

## Section 6: Leaving the Register

### 6.1 Removal from the Register

6.2.1 Removal from the Register, whether voluntary or not, will entail the following:

- a) handing in of the former registrant's Register Membership card
- b) deletion of the former registrant's profile page from the online Register Directory

### 6.2 Voluntary Removal

6.2.1 A registrant may, at any time, leave the Register by writing to the Registration Panel to that effect.

### 6.3 Removal from the Register

6.3.1 The Registration Panel may act to remove a registrant from the Register, following the decision of the complaints sub-committee (see *Complaints and Mediation Processes*) or where the Registrant has failed to comply with the condition(s) attached to their registration (see section 4.1.5 above).

6.3.2 The Registrant will be informed of their removal in writing.

6.3.3 The registrant can appeal the decisions referred to in Section 6.3.1 above. For information on more information, please see *Appeals Processes*.

Section 7: Continuous Professional Development (CPD)

## Section 7: CPD Requirements

7.1.1 Registered interpreters must complete a minimum number of **12 hours** of Continuing Professional Development, or CPD, each CPD Cycle (i.e. each 12-month period calculated from date of registration).

7.1.2 CPD is divided into three categories:

- a) **Structured CPD**
- b) **Unstructured CPD**
- c) **Deaf Community Engagement (DCE)**

7.1.2 Registrants must maintain a summary record and **evidence of CPD activity**. Registrants will be provided with a CPD Portfolio template which can be used to record completed CPD.

7.1.3 **Audits** will be conducted each year, with a minimum of 5% of the total registered interpreters chosen at random annually.

7.1.4 Registered interpreters may apply to have their **CPD requirements reduced or suspended** for one CPD Cycle i.e. one year's membership, in specific circumstances.

For more information see the ***CPD and Mentoring Policy***



## Section 8: Work Practice Requirements

8.1 Registrants must complete either a minimum of **12 interpreting assignments**, to a minimum of **12 hours interpreting work**, for each membership year (i.e. 12 months calculated from date of registration).

8.1.2 Interpreting assignments/hours can consist of the following:

- a) PAYE/ staff interpreting hours
- b) paid professional freelance or agency interpreting work
- c) voluntary interpreting work
- d) *pro bono* interpreting work.<sup>3</sup>

8.1.3 Registrants must comply with requests for work practice records from the Registration Panel to participate in an audit.

### 8.2 Work Practice Audit

8.2.1 Work Practice audits will be conducted annually as part of the audit process to ensure compliance with the Register.

8.2.2 Audits will be conducted each year, with a **minimum of 5%** of the total registered interpreters chosen annually.

8.2.3 The registrant will be notified in writing if they have been chosen for a Work Practice audit to cover a specified period.

8.2.4 **Acceptable forms of evidence** of Work Practice include:

- a) letter from interpreting agency confirming the completion of interpreting hours/assignments
- b) invoices for work completed
- c) letter from employer or organisation confirming completion of interpreting hours/assignments
- d) Interpreting attendance sheets signed by appropriate contact person or signatory at the interpreting assignment (court clerk, medical consultant, etc.), or organiser of the interpreted event

8.2.5 When submitting evidence of Work Practice, registrants must ensure all documentation is **GDPR compliant**. Where this is not possible, registrants must ensure they have informed consent from all parties named in the evidence documentation submitted.

8.2.6 Audit will be coordinated by the secretariat on behalf of the Panel and non-satisfactory outcomes will be notified to the registrant.

8.2.7 If the Work Practice **evidence is not satisfactory** (hours of Work Practice achieved), this indicates a potential breach of the Code of Conduct:

- a) Registrants will be notified of a supplemental period of three months to either complete, and collect evidence of, Work Practice hours not completed in the specified period, will be additional to ongoing Work Practice requirements for registration in the current period.

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<sup>3</sup> There are subtle differences between voluntary and *pro bono* interpreting: "*pro bono* services are typically offered as professional services. An individual, business or organization would ordinarily have to pay the donor for this work... Volunteer services come from individuals who would not normally charge for their time and the skills they donate." See <https://www.thebalancecareers.com/are-pro-bono-services-the-same-as-volunteer-services-3515203>

- b) Once submitted, the updated Work Practice evidence will undergo a review following the same structure as above based on the entire 15-month period.

8.2.8 The registrant will be required to attend a **Work Practice Non-Compliance meeting**, with person(s) nominated by the Registration Panel, where they have failed to meet requirement within the supplementary period.

8.2.9 A complaint may be made to the complaints sub-committee in respect of an alleged breach of the Code of Conduct by the failure to comply with CPD and/or Work Practice requirement. A registrant can appeal any decision of the complaints sub-committee. See the *Appeals Processes*.

### 8.3 Work Practice Exemptions

8.3.1 As interpreters work in varying circumstances, some registrants may not have the same work opportunities as others. Registrants can therefore apply to have their Work Practice requirements reduced or suspended in exceptional circumstances. This will be assessed on a case by case basis.

8.3.2 A **Request for Work Practice Exemption** must be submitted as soon as possible outlining:

- a) The reasons why the registrant will be unable to meet the required Work Practice Hours for this current membership period. Reasons may include illness, injury, maternity leave, bereavement, or another issue that the registrant feels will affect their ability to meet Work Practice requirements.
- b) Evidence where applicable, e.g. copy of medical certificate, sick certificate, confirmation letters from other individuals or organisations, etc.
- c) An indication of the amount of work practice the registrant has completed so far during the membership period, and what amount they consider they will be capable of completing in the remainder of the current Cycle.

8.3.3 The Registration Panel and/or registration sub-committee will make a decision on whether to grant an exemption. Decisions will be made depending on the circumstances outlined and evidenced by the registrant, and based on the judgment and experience of the Registration Panel and/or registration sub-committee.

8.3.4 The registrant will be sent a **Work Practice Exemption Decision Notice**, which will contain:

- a) The decision of the Registration Panel and/or registration sub-committee on whether to award a Work Practice Exemption, and reasons for the decision
- b) Details of the amended total of Work Practice Hours that the registrant now has to complete before the end of the current CPD Cycle. (*Note: if the Registration Panel and/or registration sub-committee has decided not to award an exemption, these will be unchanged from the standard Work Practice requirements*)

## Section 9: Practice Breaks

### 9.1 Practice Breaks - less than 12 months

9.1.1 Registrants can take a break from practising but remain on the register, if the Practice Break is less than a twelve-month continuous period, and they are prevented from practicing due to one or more of the following reasons:

- a) Illness
- b) Injury

- c) Maternity or Paternity Leave
- d) Bereavement
- e) Taking up of short-term employment contract elsewhere (unrelated to interpreting)
- f) Other issue deemed by the Registration Panel to warrant a practice break

9.1.2 A Request for Practice Break must be submitted to the Registration Panel, stating:

- d) The reasons why the registrant wished to take a practice break, as per Section 9.1.1 above
- e) Evidence where applicable, e.g. copy of medical certificate, sick certificate, confirmation letters from other individuals or organisations, etc.

9.1.3 The Registration Panel and/or registration sub-committee will make a final decision on whether to grant such a practice break. Decisions will be made depending on the circumstances outlined and evidenced by the registrant, and based on the judgement and experience of the Registration Panel and/or registration sub-committee members. If a Practice Break is granted, the Registration Panel and/or registration sub-committee will reduce the registrant's annual CPD and Work Practice requirements accordingly, depending on the circumstances of each individual case. Decisions in this regard cannot be appealed.

9.1.4 The registrant will be sent a **Practice Break Decision Notice** by the Registration Panel

- a) The decision on whether to award a Practice Break, and reasons for the Panel's decision
- b) Details of the total CPD and Work Practice Hours that the registrant now has to complete for the current CPD Cycle. (*Note: if the Registration Panel and/or registration sub-committee has decided not to award a Practice Break, these will be unchanged from the standard registration requirements.*)

## 9.2 Practice Breaks - more than 12 months

9.2.1 If a registrant seeks a practice break longer than a twelve-month continuous period, they should notify the Registration Panel in writing of the practice break.

9.2.2 In such a scenario, the registrant will be removed from the Register by the Registration Panel, as per Section 6.3 above.

9.2.3 Interpreters wishing to re-register after such a practice break of more than twelve months should reapply to the Register under the process described in Section 2.3 above.

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## Application Form

*Personal Information will be required to process your application. All information will be held in accordance with GDPR. Information shared on risli.ie will include the interpreter's full name and their qualification(s)/accreditation(s). Optional information shared will be the region(s) where they work, photo, contact email and mobile number*

### 1) Personal Details

<b>Name</b>  <i>Your name will be displayed on the RISLI Website</i>		<b>Title (Mr / Mrs / Ms / other)</b>	
<b>Address</b>			
<b>Date of Birth</b>			
<b>Mobile Number</b>	<i>Text Only? Yes _____ No _____</i>		
<b>Email Address</b>			
<b>Personal website</b> (Optional)			
<b>Photograph</b>  <i>(Please send us a photo for your Membership card)</i>			

<b>Identification</b>	Please send us a copy of your photo ID that we can use to verify your identification. Acceptable forms of photo ID include a passport, driver's licence and public services card.
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## 2) Qualifications:

Please **tick** the qualification route that applies to this application and **the year** in which you achieved this qualification. Also, please attach or enclose **proof of your qualification/accreditation** for each one that applies to you. We may contact the awarding body in question to verify these details. Please note your qualification(s)/accreditation(s) will be displayed on the RISLI Website

Route							✓	Year		
Bachelor's Degree in Deaf Studies (Interpreting), Centre for Deaf Studies, Trinity College Dublin (NFQ Level 8)										
Diploma in Sign Language Interpreting with Level 6 NVQ Certificate in Irish Sign Language, Signature (equivalent to NFQ Level 8)										
Diploma in ISL/English Interpreting, Trinity College Dublin (NFQ Level 7)										
Diploma in Deaf Studies (Dip H.Ed.), ISL/English Interpreting, University of Bristol (equivalent to NFQ Level 8)										
Masters in Interpreting Studies (with Irish Sign Language / English language pair), Queens University Belfast (equivalent to NFQ Level 9)										
Accreditation processes (NRB / SLIS / Irish Sign Link) <sup>4</sup>					RTI	RQI	R1	RD1	R2	RD2
Other <sup>5</sup>	Name: (If you qualified through another route please specify. Please attach or enclose as much detail as possible, including the institution that delivered the qualification, course content, and contact details for organisers)									

**Please indicate below if you are having difficulty providing proof of your qualification/accreditation**

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## 3) Region (Optional):

If you wish, you can tick (✓) the **regions, where you take or would consider taking** work as an interpreter. This is for purposes of the RISLI website, and can be changed on your online Profile at any time. If you do not wish this information to be on the published RISLI website, you can skip this section.

Munster		Leinster		Connacht		Ulster	
All Ireland		Britain		Europe		International	
Online /Remote Interpreting							

<sup>4</sup> Sign Language Interpreting Service / Irish Sign Link Accreditation processes (1997, 2000, 2006, 2009). Please see *National Register – Background Briefing*. This was also dealt with in Leeson & Venturi (2017) p. 21-23.

<sup>5</sup>For more information see section 2.1 Registration Process (Non-Recognised Qualification)

#### 4) Consent

<i>Please tick if you wish the following information to be shared on the RISLI website (Optional)</i>	✓
Mobile Number	
Region(s) where your work	
Photo	
Personal website	
Email Address	

**RISLI Consent Form** *Please tick the boxes below and sign and date this form if you agree*

- I hereby consent to have **my name and my qualifications published on the RISLI Website.**
- I confirm that I intend to carry out **the required level of interpreting work practice** (voluntary or paid) per year, and to submit evidence of this work practice should I be selected for a Work Practice Audit.
- I confirm that I intend to fulfil all the **Continuing Professional Development ('CPD') requirements** and to submit evidence of this should I be selected for a CPD Audit.
- I hereby agree to abide by the **RISLI Code of Conduct.**
- I hereby agree to undergo **Garda Vetting** if requested by RISLI.
- I confirm that I am aware of and hereby agreed to abide by the Complaints and Mediation Process, and to adhere to any decision made by the Complaints Sub-Committee or Appeals Committee against me as a result of a complaint to RISLI via the Complaints and Mediation Process.

**Fit and Proper Form:** *Please answer YES / No to the following questions and sign and date this form if the answers to these questions are accurate:*

1. Have you ever been convicted of a criminal offence in the State or elsewhere, or are there any criminal charges pending against you in the State or elsewhere? **Yes / No**

*[Please note that under the Criminal Justice (Spent Convictions and Certain Disclosures) Act, 2016, certain convictions which are "spent" do not need to be disclosed. You should take legal advice if you have a conviction and are unsure whether it is spent]*

If yes, please give details below:

2. Do you have any serious physical health or mental health illness or condition that may affect your ability to carry out interpreting duties? **Yes / No**

If yes, please give details below:



3. Is there any other relevant information that RISLI should know about which may have a bearing on your suitability to register **Yes / No**

**Data Protection Consent Form:** *Please tick the boxes below and sign and date this form if you agree*

In accordance with the Data Protection Acts 1988-2018 and the General Data Protection Regulation (GDPR) (EU 2016/679), I freely give my specific, informed and unambiguous **consent to RISLI and Sign Language Interpreting Service (SLIS) (as joint data controllers) to process my personal data to:**

- Confirm that the registrant meets minimum criteria for initial membership of the Register
  - Record the starting date of registration
  - Record registrant details on the online Register Directory
  - Record your registration status
  - Provide a photo ID card to registrant
  - Provide information, support and advice to registrants
  - Provide information regarding upcoming CPD opportunities to registrants
  - Send emails and newsletters regarding the Register's work
  - Confirm that the registrant meets minimum requirements in relation to CPD and Work Practice
  - Consider and investigate any complaints or appeals brought against a registrant
  - Confirm that the registrant meets minimum criteria for membership of any Specialisation Panel
  - Record registrants' membership (if any) of a Specialisation Panel
  - Record evidence of termination of registration
  - As otherwise stated in the privacy policy
  - As otherwise required or permitted by law or where those involved with the Register have a legitimate interest in processing my data
- I understand that the joint data controllers retains the **right to verify any and all documentation /evidence submitted** as part of your application or for the maintenance of your registration.
- I understand that at any time **I can withdraw my consent** to the processing of my personal information. I understand this may lead to the removal of name from the Register.
- I have read, understand and agree with the terms of the **GDPR and Privacy Policy** and accept that RISLI and SLIS (as joint data controllers) have a legitimate interest in processing my personal data in accordance with the Privacy Policy.

### Declaration

I hereby declare that all the information given by me in this application form is accurate, to the best of my knowledge.

\_\_\_\_\_ (Signature/Typed name) \_\_\_\_\_ (Date)

### Checklist for documents to send as part of your application:

#### 1. Application form

**2. Proof of Qualification**

**3. Copy of Photo ID** (Acceptable forms of photo ID include a passport, driver's licence and public services card)

**4. Photo** (for Membership Card)

*If you require any assistance in completing this form you can contact [admin@risli.ie](mailto:admin@risli.ie)*

**Thank you for completing the form and uploading the requested qualifications and documentation.**

**Your data is stored in accordance with GDPR legislation and you can opt to have your information shared on the RISLI website by signing the form with your digital email.**

**Correspondence will only be shared with the email and phone number you have provided in this form**

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