

Guidelines on Providing Proof of Public Service Interpreting Experience

You must be able to provide evidence to support your claim of the amount of professional Public Service Interpreting (PSI) hours you have entered on your First Language Application form or annual registration form. PSI is defined as interpreting between a member of the public and a UK based Public Service Organisation. Proof of work undertaken outside the UK is not accepted.

Proof of PSI hours must include the following:

- Your name
- Date of assignment
- Language (proof must be linked to one language only)
- The number of PSI hours worked (excluding waiting, travel time or cancelled work)
- Hourly rate of pay if number of PSI hours worked is not specified
- Where letters of proof of experience are supplied, these must be written on official headed paper or include the organisation's crest / logo with an official signature. If more than one language is included in this letter, the relevant number of hours must be specified for each language.

Acceptable evidence

- Claim forms from public service bodies (must be on official headed paper)
- Witnessed logbook
- Letters from a public service organisation. These must indicate the hours worked and the language. The original letter is required. You may be asked to support the letter with other forms of evidence.

If you are sending in original proof of work and you would like it returned to you then please provide us with a stamped addressed envelope so that we can return this proof to you. All photocopies of evidence are shredded.

Unacceptable Evidence

- Self-generated lists of appointments
- Your own invoices booking forms or letters confirming bookings
- Voluntary work
- Work undertaken outside of the UK
- Work for the BBC, Foreign Office, Ministry of Defence or Embassies.
- Translation work

Submitting proof

- Proof should be separated into payments and claim forms and to avoid duplication these should be attached if they relate to the same assignment.
- Proof from Agencies is acceptable, provided that the Agency confirms in writing that the work undertaken was interpreting within the public sector and states the organisations worked for, the language used, and proofs of payment contain the information as stated above.
- Please do not send non-PSI correspondence (background to individual cases, unrelated letters to individuals within any organisation, glossary of terms etc).