

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.

Proof of PSI hours must include the following:

- Your name
- Date of assignment
- Language (proof of work stating 2 or more languages i.e. Panjabi/Hindi or Panjabi and Hindi is not acceptable proof must be linked to one language)
- 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 proof of evidence

- Claim forms
- Witnessed logbook
- Letters from a public service organisation for whom you have worked regularly. These must indicate the hours worked and the language. The original letter is required. We may be asked to support the letter with other forms of evidence.

Please note that the following two forms of evidence (Certified accounts and Tax forms) **must be accompanied by a letter from your accountant confirming that the amount earned was from Public Service Interpreting work.** In addition some other form of evidence must be provided to support your certified accounts or Tax form.

- Certified accounts if it relates to Public Service Interpreting
- Tax forms if it relates to Public Service Interpreting

Examples of unacceptable proof of evidence are Self-generated lists of appointments or invoices and booking forms as they do not confirm that an assignment has taken place.

Please do not send in original claim forms; however we must receive the original letter if you are submitting letters from public service organisations. If you are sending in original proof of work then please provide us with a stamped addressed envelope so that we can return this proof to you.

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 Commercial Companies, Voluntary work and Agencies may not be accepted towards an application or upgrade. However 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 (covering the fields of law, health and local government), the language used, and proofs of payment contain the information as stated above.
- Please do not include non-PSI correspondence (background to individual cases, unrelated letters to individuals within any organisation, glossary of terms etc).