Dear Potential Interpreter,

Thank you for your interest in interpreting with the Refugee Council. I am writing to explain our requirements and what the work entails.

The Refugee Council provides advice and referrals for clients who are asylum seekers or refugees resettled in the UK through the Gateway Protection Program and the Vulnerable Person Relocation Scheme (VPRS), covering issues on benefits, accommodation, education, integration and employment and advising and assisting them on how to access their entitlements.

We have a constantly updated list of interpreters that advisors from a number of teams around Yorkshire and Humberside use. Advisors from the Refugee Council will consult this list and telephone individuals either to book an appointment for a face-to-face session either at our ‘drop in’ sessions or other venue or invite the interpreter to take part in an interview over the telephone. For this reason it is important to inform us of any change of address or telephone number.

Please complete the attached Registration Form and return it to me as soon as possible. If your application is successful the next stage will be to invite you in for an informal interview and language assessment.

If you are successful in this second stage, we will seek references from the referees you have given on your registration form. On receipt of these you will be invited to attend an induction session on Interpreting Good Practice where we will check that we have all the necessary documentation we require, for example evidence of eligibility to work in the UK, before confirming you have been added to our List of interpreters. Travel expenses for attendance to the workshop will be reimbursed at local / regional public transport rates on submission of a valid travel ticket.

A basic Disclosure & Barring Service check will be carried out for all successful candidates.

If you speak more than one other language, we will assess each language separately. If you are not successful in all the languages that you speak, we may choose to add selected languages only.

If you have any questions, please contact me on 07391 418513.

Yours sincerely,

Richard Orton

Office Manager

# SESSIONAL INTERPRETORS REGISTRATION FORM

The Refugee Council operates a policy of strict confidentiality. This applies not only to our clients but

also to our staff and interpreters we use. If another agency needs your contact details, we will

ask you first.

|  |  |  |
| --- | --- | --- |
| **Section 1 – Personal Information** | | |
| Title: | Surname/Family Name: | |
| First/Other Name(s): | | |
| Address: | | |
| Telephone No: | | Mobile No: |
| Email: | | |

|  |
| --- |
| **Section 2 – Skills and Knowledge** |
| Please state your languages below giving your first language/mother tongue in the first row and tick the box with your level of proficiency.     * **F= Fluent** (mother tongue or educated first language level) * **G = Good** * **A = Adequate** (can understand & be understood)  |  |  |  |  | | --- | --- | --- | --- | | **Language** | Spoken | Reading | Writing | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

Have you previous experience of interpreting: Yes 🞏 No 🞏

If yes, please provide further details of experience :

|  |  |
| --- | --- |
| Date | Brief description of experience & organisation (if applicable) |
|  |  |

Please list any training or qualifications that you have received in Interpreting or in Languages

|  |  |
| --- | --- |
| Date | Skills and Qualifications (if any) gained & organisation |
|  |  |

**Referees**: Please give the contact details of at least 2 referees. These should not be a family member.

|  |  |
| --- | --- |
| Name:  Address:  Tel:  Email: | Name:  Address:  Tel:  Email: |

|  |
| --- |
| ELIGIBILITY TO WORK IN THE UK |
| Do you have the right under UK immigration rules, to live and work in the UK?  🞏 Yes 🞏 No  Is your right to work in the UK time limited? 🞏 Yes 🞏 No  If yes, when does it expire? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please state type of visa or work permit and any restrictions on work  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please note that if your application is successful you will be required to provide evidence of your right to work in the UK |
|  |

**Data Protection**

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.

The organisation treats personal data collected during the recruitment process in accordance with its data protection policy.

**REFUGEE COUNCIL INTERPRETING SERVICE AGREEMENT FOR SHIFT/HOURLY PAID SESSIONAL INTERPRETERS**

**Name:**

The Refugee Council has no obligation to provide you with work and you have no obligation to accept any work offered.

Should the Refugee Council require you to do a specific piece of work then you will be paid at the rate of:

|  |  |
| --- | --- |
| **Work** | **Rates of Pay** (subject to tax and NI contributions) |
| Face to face interpreting | £20.00 for first hour or part on any one day |
| £4.50 for each 15 minutes or part afterwards |
| Telephone/video interpreting | £5.00 for the first 10 minutes then £0.25 per minute. £17.50 per hour |
| **Travel** | **Rates of Pay** (subject to tax and NI contributions) |
| 0-15 minutes | £2.50 |
| 16-30 minutes | £5.00 |
| 31-45 minutes | £7.50 |
| 46-60 minutes | £10.00 |
| Each further 15 minute block | £10.00 plus £2.50 |
| Cost of travel more than £20 | Circumstances where the travel cost exceeds £20 the worker may reclaim as an expense but travel time will not be included or payable. |
| **Holiday** | **Rates of Pay** (subject to tax and NI contributions) |
| The calculation of holiday entitlement and holiday pay are detailed in the terms of engagement. | |
| **Cancellations** | **Rates of Pay** (subject to tax and NI contributions) |
| If a session has been booked in advance and cannot take place through no fault of the interpreter the Refugee Council will pay for the session if it is cancelled within 24 hours of the session time but not travel. This also applies if a session is delayed and/or runs over and is through no fault of the interpreter. | |

Print Name (sessional staff):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I accept the conditions of this agreement as outlined above.

Signature (sessional staff): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_