CPD and Work Practice Policy

Contents

Plain English Summary

Continuing Professional Development (CPD) is any learning or activity that helps you grow as a professional interpreter.

Structured CPD

This includes activities with clear learning goals (e.g. training courses). You should collect evidence of doing the training (e.g. attendance certificate)

Unstructured CPD

This includes informal learning activities (e.g. private study, volunteering on committees etc.). You do a Reflective Journal (e.g. 350–500 words, 3–5 min ISL video/voice note) explaining what you learned.

Deaf Community Engagement (DCE)

This is taking part in Deaf social, cultural, or community events (e.g. religious services). You should record a 3–5-minute ISL video describing the event and what you learned. This is for hearing interpreters only.

CPD Hours

You need to do a set number of CPD every 12 months.
- Deaf Interpreters should do:
    - 12 hours Structured CPD
    - 12 hours Unstructured CPD

- Hearing Interpreters should do
    - 12 hours Structured CPD
    - 6 hours Unstructured CPD
    - 6 hours Deaf Community Engagement

You should keep a record of your CPD, this includes:
- Personal Learning Plan (says what you want to learn in the next 12 months)
- Evidence of Attendance (for Structured CPD)
- Reflective Journal (for Unstructured CPD)
- ISL Video Diary (for Deaf Community Engagement – hearing interpreters only)
- CPD Log (A list of all your CPD activities)

Work Practice Requirements

You must complete at least 12 interpreting assignments (minimum of 12 hours) every 12 months. This can include paid and voluntary work. Keep evidence of your interpreting work (e.g. invoices or email from agencies/organisations).

Exemptions

If you are unable to meet the CPD or work practice requirements (due to illness, other work, etc.), you can apply for an exemption by emailing RISLI.

Audits

RISLI will audit at least 5% of interpreters each year. If selected, you must provide your CPD and work evidence.
If your records are incomplete or not acceptable, you may be asked to:
- Submit extra info
- Be re-audited next year
- Be referred to the Registration Sub-committee

Please note this is a short summary of the policy. Please see the full CPD and Work Practice policy for the full requirements of RISLI.

Section 1:   CPD Definition and Categories

1.1   Definition of CPD

Continuous Professional Development (CPD) includes any formal professional learning activity, formal or informal reflective self-development activity, or involvement in the Deaf community, which directly contributes to a registrant's professional development**.**

1.2   CPD does not include

a) interpreting assignments

b) preparation for interpreting assignments

c) voluntary interpreting work

d) any formal professional learning activity, reflective self-development activity, or Deaf community involvement which <u>does not</u> contribute to an interpreter's professional development.

e) Interpreting at a CPD event. CPD hours must be earned as attendees of CPD events, not as interpreters working at these events.

f) Travel time to and from the CPD activity.

1.3   Categories of CPD

a) Structured CPD

b) Unstructured CPD

c) Deaf Community Engagement (DCE)

1.4   CPD/ Work Practice Cycle

A CPD/Work Practice Cycle is a period of one year beginning on the date of the interpreter's registration.

Section 2:   Structured CPD

2.1   Definition of Structured CPD

Structured CPD is defined as professional development activities with clearly stated learning outcomes which take place in formal learning settings.

2.2   Examples of Structured CPD include

a) attending CPD events intended for interpreters, e.g. a training course, workshop, or conference

b) attending CPD events relevant to professional interpreting, e.g. training course, workshop, or conference on a related topic

c) achieving an accredited qualification relevant to the interpreter's practice

d) being formally mentored by, or supervised by, an experienced interpreter or interpreter mentor

e) attending pre-recorded or live interpreting online seminars or webinars (with formal registration in advance)

2.3 Evidence of StructuredCPD

For any Structured CPD event attended, Interpreters must obtain evidence of attendance.

2.4 Examples include:
   a) attendance certificates
   b) copy of qualification(s) achieved
   c) email from the event organiser or trainer
   d) other documentary evidence of attendance at the event e.g. a photo of the in-person or online training attended

2.5 Structured CPD activities can be completed in topics which are relevant to the business, as well as the practice, of interpreting, e.g. 'Start your Own Business' courses, bookkeeping for self-employed professionals, etc. If you wish, you may check with RISLI to make sure your particular CPD would count towards your structured CPD hours.

Section 3: Unstructured CPD

3.1 Definition of Unstructured CPD

Unstructured CPD is defined as reflective activities or practices which assist practitioners and contribute to their professional development.

3.2 Examples of Unstructured CPD include:

   a) shadowing or observing other professional interpreters at work, with a subsequent debriefing session
   b) attending formal meetings related to the interpreting profession and practice e.g. attending a meeting of an interpreter association.
   c) attending informal meetings of interpreters to discuss practice e.g. Peer to Peer support groups
   d) receiving and reflecting on feedback from clients
   e) receiving informal mentoring or supervision, including informal/non-facilitated peer group supervision
   f) private study – e.g. reading articles, books, journals, reports, research and seminar papers, or watching interpreting-related YouTube or Vimeo presentations
   g) involvement with development and delivery of relevant training courses or Structured CPD opportunities
   h) involvement in a committee, sub-committee or other group within an association, or other activities that helps develop the profession

3.3 Reflective Journal

For any Unstructured CPD activity carried out, Interpreters should write or produce an Irish Sign Language (ISL) video or voice note. Reflective Journal entries should be a minimum of 350-500 written words or a 3-5minute ISL video/ voice note per CPD activity.

3.4 The Reflective Journal should include:
   a) Date & Time of event

b) Why did you decide to do this CPD?

c) What did you learn from this CPD?

d) How did it contribute to your overall professional development?

e) Other Reflections on the CPD (if any)

Unstructured CPD Hours not accompanied by a Reflective Journal entry <u>cannot</u> count towards your Unstructured CPD Hours requirements.

Section 4: Deaf Community Engagement (DCE)

4.1 Definition of Deaf Community Engagement (DCE)

Deaf Community Engagement is defined as attendance at Deaf community events and activities for the purposes of maintaining and improving Irish Sign Language receptive and productive skills and broadening knowledge and familiarity with Irish Deaf culture.

4.2 Examples of Deaf Community Engagement include:

a) attending Deaf theatrical / musical performances

b) attending Deaf community group social events

c) attending public Deaf-related presentation, lecture or events

d) participation in Deaf leisure or sports events or team training

e) attending Deaf religious events

f) trips / weekends away or abroad with a Deaf group

g) volunteering in fundraising or charity events with a Deaf group

h) social meetings with local Deaf people

4.3 ISL Video Diary

For any Deaf Community Engagement (DCE) activity attended, accredited interpreters <u>should</u> evidence the activity by recording a brief video in ISL. The video should be 3 to 5 minutes in duration. DCE Hours not accompanied by an ISL video <u>cannot</u> count towards your DCE Hours requirements.

4.4 What to include in your ISL Video

a) the setting where the event took place (community centre, pub, café, etc.)

b) a brief description of the event, numbers of people present, etc.

c) a brief description of the interpreter's interactions e.g. if they were in a group conversation

d) any new vocabulary they learned, any variation of ISL you have seen used, grammatical information etc.

4.5 Interpreters should be mindful of confidentiality when recording and should endeavour not to identify individuals by name. The video should be recorded somewhere away from the event itself, and for reasons of privacy, should not show any other participants in the event.

4.6 Interpreters are encouraged to interact with Deaf attendees at such events and use ISL at all times. Interpreters can attend events and activities alongside other interpreters and interpreting students, although it is recommended that their interactions with each other at these events should be in ISL. Interpreters are encouraged to vary the events and activities within the Deaf community which they attend.

Section 5: CPD Hours

5.1. Deaf Interpreters

Deaf Interpreters are required to do two categories of CPD categories (Structured and Unstructured CPD). Deaf interpreters are not required to do Deaf Community Engagement as they are assumed to be culturally Deaf, with a pre-existing fluency in ISL and a deep and intimate knowledge of the Deaf community. Both Deaf and hearing interpreters are required to do the same total number of 24 CPD hours with an 12 month CPD cycle.

Structured CPD	12 hours
Unstructured CPD	12 hours
TOTAL	24 hours

5.2 Hearing interpreters

Within each 12-month CPD Cycle, hearing interpreters must complete CPD across three categories.

Structured CPD	12 hours
Unstructured CPD	6 hours
Deaf Community Engagement	6 hours
TOTAL	24 hours

5.3 Children of Deaf Adults (CODA)

Hearing interpreters who are Children of Deaf Adults (CODA's) may apply to RISLI not to be required to do the Deaf Community Engagement hours, due to a pre-existing fluency in ISL and a deep and intimate knowledge of the Deaf community. They will still be required to do the same number of total CPD hours of 24.

Section 6: CPD Portfolio

The CPD Portfolio is the record of evidence of the CPD that interpreters have carried out. The CPD Portfolio includes the following five components.
    1. Personal Learning Plan
    2. Evidence of Attendance (Structured CPD)
    3. Reflective Journal (Unstructured CPD)
    4. ISL Video (Deaf community Engagement)
    5. CPD Log

6.1   Personal Learning Plan

The interpreter identifies the learning and development needs they plan to address during the coming CPD cycle and describes their desired learning outcomes.

Questions for your Personal Learning Plan:

  a) What do I want to learn or improve over the next 12 months?
  b) What learning activities will I carry out to achieve this?

6.2   Evidence of Attendance (Structured CPD)

For each Structured CPD opportunity, evidence should be provided such as attendance certificates, copies of qualifications, email from trainer/event organiser, or other documentary evidence of attendance.

6.3   Reflective Journal (Unstructured CPD)

For each Unstructured CPD opportunity, a piece of reflective writing or ISL Video must be included, providing information on what the interpreter learned from the CPD activity and how it contributed to their professional development as an interpreter.

6.4   ISL Video (Deaf Community Engagement)

For each Deaf Community Engagement activity attended, a short video in ISL with some brief details about the event and what new vocabulary, grammatical or cultural features the interpreter learned or reflected on from it. This is not required for Deaf interpreters.

6.5   CPD Log

This is a log of all your CPD activities.

What to include in your CPD log?

  i.   Date and time of the each CPD activity
  ii.   Name and brief description of the CPD Activity
  iii.   Was the CPD activity Structured, Unstructured, or a Deaf Community Engagement event ?
  iv.   How long was the activity?

6.6   All the above information should be carefully retained by the interpreter in the event they are required for a CPD Audit.

Section 7:   Work Practice Requirements

7.1   Registered interpreters must complete at least **12 interpreting assignments** (minimum of **12 hours**) for each year of registration (i.e. 12 months calculated from date of registration).

7.2   Interpreting assignments/hours can consist of the following:

  a) PAYE/staff interpreting (i.e. hours worked as a salaried employee)
  b) Freelance/agency interpreting (i.e. paid interpreting work completed for clients through a freelance arrangement or interpreting agency)
  c) Voluntary interpreting

7.3 Evidence of Work Practice

Acceptable forms of evidence of Work Practice include:

   a) Email from an interpreting agency confirming the completed hours/assignments
   b) Invoices for work completed
   c) Email from an employer or organisation confirming completed hours/assignments
   d) Email from appropriate contact person at the assignment (Deaf organisation, HSE, event organiser).

7.4   Only interpreters chosen for audit will be required to submit proof of their work practice.

Section 8:   Exemptions

8.1   As interpreter may apply to RISLI to have their CPD/Work Practice requirements reduced or suspended due to a particular circumstance.

8.2   Reasons for requiring an exemption may include:

   a) Illness or injury
   b) Maternity, paternity, adoptive, or carer's leave
   c) Bereavement
   d) Short-term employment unrelated to interpreting
   e) Other circumstances deemed appropriate by RISLI

8.2   To request an exemption, registered interpreters must submit a request in writing to manager@risli.ie

   a) Reason for requiring the exemption
   b) Supporting Evidence (if applicable): Provide relevant documentation to support the request, such as a medical certificate, confirmation letter from other individuals or organisations, or other official correspondence.

8.3   Each request for an exemption will be carefully considered by the Chair of the Registration Panel and Manager. Decisions will be made on a case-by-case basis, taking into account the individual circumstances and supporting evidence provided. The Chair/Manager may consult with the Registration Panel where necessary. If approved, RISLI will reduce the registered interpreter's annual CPD and Work Practice requirements proportionately (pro-rata), based on the length of the approved break.

8.4   RISLI will notify the interpreter of the decision and reasons for it.

Section 9:   Audits

9.1   Each year, a random selection of at least 5% of the total registered interpreters will be chosen for an CPD /Work Practice audit. Audits will begin 12 months following the publication of the policy.

9.2   Interpreters chosen for an audit will be audited on their most recently completed 12-month cycle[1] only. Interpreters on their first year of registration will be exempt from being audited.

9.3   The interpreter will be notified by email if they have been chosen for an audit. Interpreters must comply with a request from RISLI to audit their CPD/Work Practice records.

9.4   When submitting evidence of Work Practice or CPD, registered interpreters must remove all confidential or personal information of third parties. If this is not possible, informed consent from all named parties named is required.

9.5   Travel time to a CPD/ Work Practice event cannot be counted towards your CPD/Work Practice hours

9.6   RISLI may appoint an Assessor to support the work of the audit. Steps may be taken by RISLI or an Assessor to

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[1] 12 monthly periods calculated from the date registration.

verify the information provide

9.7 Following a review of the interpreter's evidence of completed CPD/Work Practice, an Audit Report will be completed. The Audit Report can include:

    a) Whether the information provided by the interpreter is satisfactory or not satisfactory and give the reasons why.

    b) Additional feedback or recommendations (if necessary)

9.8 If the information you provided was satisfactory, the interpreter will not be selected for audit on the following year.

9.9 If the Work Practice/CPD **evidence is unsatisfactory**:

    a. Interpreters will be notified and given an opportunity to provide any necessary additional information within a specific time period.

10 If the interpreter is unable to provide the required additional information and we are unable to see that you have met the CPD/Work Practice requirement in full, the issue will be referred to the Registration Sub-committee for consideration. You may also be included in the following years' audit.

Section 10: Mentoring

A Mentoring Scheme will be developed to support interpreters to advance within the professional field and to enhance skills and knowledge for the development of their career. The Mentoring Scheme will be available to RISLI registered interpreters only.