QUALIFICATIONS CIOL

Total Qualification Time (TQT) Policy

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Introduction

The Chartered Institute of Linguists (CIOL), the leading UK-based membership body for language professionals, offers a suite of qualifications through CIOL Qualifications (CIOLQ). These qualifications are set at different levels. As such, they require different qualification times, and this policy sets out the requirements for Total Qualification Time (TQT) and what activities have been included in its calculation for CIOLQ.

Scope

This policy is aimed at internal CIOLQ staff, candidates, course providers and teaching staff delivering courses leading to our qualifications.

Rationale for Total Qualification Time (TQT)

In line with the introduction of the Regulated Qualifications Framework (RQF), the regulators stipulated a new requirement that all qualifications, open to registrations post-31 December 2017, needed to be allocated with Total Qualification Time (TQT).

CIOLQ must ensure that the TQT hours are appropriately aligned with the requirements for Guided Learning Hours (GLH), number of hours. Qualification hours must be kept under review and be revised if appropriate.

Although qualifications can still be credit-based, the size of a qualification is no longer determined by the credit value, but by assigning a number of hours of TQT and a number of hours of GLH to a qualification.

Components of TQT

TQT is made up of the following:

1. The number of hours that CIOLQ has assigned to a qualification for GLH. GLH refers to contact teaching hours. Where a qualification follows a unitised structure, CIOLQ will allocate each unit with a GLH value, but where a qualification does not follow a unitised structure, GLH will be allocated to the qualification as a whole.
2. An estimate of the number of hours a candidate will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including taking an assessment or private study that does not include direct contact with the assessor.

TQT and Qualification Size

Where a qualification contains a choice of optional routes that currently have differing numbers of hours for guided learning; for example, if there are minimum and maximum hours, it will be the lowest number of those hours that will be assigned to the qualification.

The size of a qualification is denoted by the following terms: Award, Certificate or Diploma. In the past, we related these to the credit value of given qualifications, but now relate them to the allocated TQT value.

The following TQT references are allocated to qualification sizes.

- Award: This has a TQT value of 120 hours or less
- Certificate: This has a TQT value of 121-369 hours
- Diploma: This has a TQT value of 370 or more hours

Activities that count towards GLH and TQT

Please find a selection of examples below. Please be advised that this list is not exhaustive.

Type of Activity	GLH	TQT
Traditional class learning supervised by a lecturer, supervisor or tutor	√	√
Invigilated or supervised exams or summative assessments	√	√
Independent research unsupervised	X	√
Face-to-face induction or orientation to a course	√	√
Assessor-observed assessment	√	√
One-to-one or group tutorials	√	√
Portfolio completion unsupervised	X	√
Independent E-assessment	X	√
Real time E-assessment with an assessor or invigilator	√	√

Recording TQT and GLH by Course Providers

GLH and TQT are provided as an indication of the minimum length of time it would take the average candidate to complete their qualification. There is not an exact formula for calculating this, but it is expected that course providers and teaching staff, on request, would be able to provide us with evidence of the learning activities that have been undertaken by the candidate that account for the GLH and TQT.

Reviewing Total Qualification Time (TQT)

We consult with users of our qualifications from time to time to ensure that our approach to TQT is as accurate as it can be. Review of TQT will also always take place during qualification reviews and the development of new qualifications.

Credit

Where CIOLQ assigns a credit value to a qualification, that value must be equal to one-tenth of the TQT assigned to that qualification, rounded to the nearest whole number.

Policy updating and reviewing

All policies relating to CIOLQ will be updated on an 18-month cycle or sooner as required.

Policy version and owner

Policy review date	May 2026
Policy owner	Responsible Officer

Regulatory references

Ofqual General Conditions of Recognition
Condition E7: Total Qualification Time
Qualifications Wales
Condition E7: Total Qualification Time