



# SOUTH AFRICAN TRANSLATORS' INSTITUTE

## SATI CORPORATE ACCREDITATION

### **Background**

Corporate accreditation is available only for language office members, not for agencies. Only accredited members have voting rights within the Institute, and this applies to corporate members as well. Corporate accreditation takes a different form from individual accreditation and is aimed at ensuring that the highest standards are maintained throughout the profession.

### **Value of accreditation**

- Accreditation for corporate members enables these members to participate fully in the life of the Institute.
- Accreditation shows corporate members' commitment to the Institute, to the profession and to improving themselves.

### **Relationship between corporate accreditation, individual accreditation and voting rights**

Corporate accreditation for language offices is based on the accreditation of individual employees. In such cases, the corporate member is responsible for the fees related to the testing of the individuals. Once the requisite number of members have been accredited or other requirements met, the corporate member will obtain one vote in Institute affairs, which will be exercised by the registered representative of the corporate member. This vote is unrelated to any individual vote an employee may have acquired through accreditation and individual membership.

The individual will retain their personal accreditation without becoming an individual member for as long as they remain in the employ of the corporate member. Being accredited, they become eligible for an individual vote in Institute affairs if they also register as individual members of the Institute by paying a rate of half the normal individual membership fee.

Employees of corporate members who are already accredited at the time the corporate members join the Institute will retain their accreditation without becoming individual members for as long as they remain in the employ of the corporate member. If they leave the corporate member or if the membership of the corporate member is terminated or withdrawn, they must register as individual members of the Institute within one month or they will lose their accreditation. If they wish to exercise an individual vote in Institution affairs, they must also register as individual members by paying a rate of half the normal individual membership fee.

### **Process of accreditation for language office corporate members**

To be eligible for accreditation, language offices must have been a SATI member for at least one year and must have no pending disciplinary action or rulings against them. Accreditation will be granted if a minimum of 25% of an office's employees are accredited by SATI.

The accreditation of an office's employees follows the same process as that for individual members. The exam fees are borne by the corporate member and the accreditation remains valid only for as long as the employee remains in the employ of the corporate member. The accredited individuals become eligible for an individual vote in Institute affairs if they also register as individual members of the Institute by paying a rate of half the normal individual membership fee. If the entity's corporate membership expires or is revoked, the accreditation of all employees will lapse, unless they register as individual members of the Institute within one month after the corporate member's membership is discontinued.

### ***Benefits of language office accreditation***

- Having the requisite number of accredited employees to acquire corporate accredited status confirms the office's commitment to competence in the profession.
- Accreditation could be useful in convincing clients and students that the office is worth associating with.
- Accredited offices will be able to use the SATI logo in association with a statement of their accredited status on marketing and promotional material. This will add to their professional credibility and have a beneficial effect on their image.

### ***Retention of accredited status***

For a language office to retain its accredited status, a list of its current employees and their accredited status must be submitted upon renewal of membership each year, so that compliance can be checked.

**Costs**

The accreditation application fee for a language office is the same as the fee for an individual accreditation exam, and payment must also be made for the applicable individual accreditation examination fees.

**Procedure**

Members wishing to apply for accreditation should request the relevant application form to set the process in motion. Contact the SATI accreditation officer at [exams@translators.org.za](mailto:exams@translators.org.za).

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