



AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED

Affiliated with the
International Federation of Translators (FIT) and member of the Associations Forum

Website: www.ausit.org E-mail: awards@ausit.org

**PO Box 193, Surrey Hills, VIC 3127
ABN 64 855 620 166**

AUSIT EXCELLENCE AWARDS 2009

2009 EXCELLENCE IN INTERPRETING AWARD KIT

In 2009 the Australian Institute of Interpreters and Translators Inc., AUSIT, will be presenting the second national Award for “Excellence in Interpreting” to an interpreter or team of interpreters for their outstanding performance on a particular assignment, a series of related assignments, or a project.

Individuals or interpreters working in small teams can enter themselves OR an interpreter can be nominated by:

- an agency for whom they work or have worked
- an end-user or client (this may include a company, body, organisation or individual)
- a colleague or other party

Interpreters working in small teams on a particular assignment or project can be nominated as a team.

If an interpreter has been nominated the AUSIT Excellence Awards Committee will advise them and direct them to the AUSIT website to download the *Interpreter Entry Form* and *Interpreter Reference Form*, and to source other information.

CLOSING DATE FOR NOMINATIONS: 1 September 2009

CLOSING DATE FOR ENTRIES: 22 September 2009

Pre-requisites for Entry

Qualifying Period: The interpreting work must relate to a specific assignment or series of assignments which has been undertaken in the two years prior to the entry.

To have their work considered for an award, interpreters must:

- i. have either appropriate NAATI accreditation (if NAATI testing available) or equivalent qualifications or recognition
- ii. have their primary residence in Australia;
- iii. not currently be an AUSIT office bearer nor have been onne in the previous year and
- iv. not be directly related to any of the judges. i.e. a parent, sibling, child, or spouse or partner.

A: To Nominate Yourself for an Excellence in Interpreting Award

You must submit the following:

1. *Interpreter Entry Form* – the form is included in this Kit, or available on the AUSIT website under Excellence Awards.

If a team of interpreters is entering for an interpreting assignment or series of related assignments, or project, then each person should fill out a separate *Interpreter Entry Form*.

2. Description of Interpreting Assignment
 - a. Nature of the assignment, parties involved, date/s, duration, location;
 - b. If you are unsure of suitability of your interpreting project/assignment please contact the Excellence Awards Organising Committee: awards@ausit.org;

Copyright & confidentiality: The onus is on the applicant to seek the consent of clients for their information being used in the submission, or where copyright exists. All confidentiality will be respected; for more details see the confidentiality section of the *Interpreter Nomination Form*.

3. Supporting Material: A description of no more than 1000 words, where applicable outlining:

- * the background
- * objective
- * where and why interpreting was required
- * planning,
- * challenges and how they were overcome, and
- * outcomes

4. References – Please seek references and ask that they be sent directly to AUSIT. At least 3 written references are required, two of which must specifically relate to the assignment. It is recommended that the *Interpreter Reference Form* (included in this Kit) be used, but letters from clients are also acceptable. The onus is on the entrant to follow up their requests and to ensure that the written references are sent to AUSIT.

Judging criteria:

The following will be taken into account when judging s submission:

- a. Content - including supporting material and a minimum of three references – at least two of which must be specific to the interpreting assignment in question
- b. Achievements – how the interpreting assignment satisfied the purpose identified and met the client’s objectives
- c. Referees’ comments
- d. Challenges identified and how these were overcome
- e. Evidence of consultation and research
- f. Where applicable, evidence of verifiable and/or measurable outcomes
- g. Professionalism and ethical conduct
- h. Role-model value –
 - a. how valuable is the work practitioners, organisations, clients
 - b. lessons were learnt that will benefit the interpreter as well as the profession in general
- i. Having a feature or features that make the assignment so outstanding as to be considered worthy of this award.

Benefits

- Being the second national Excellence in Interpreting Award winner
- Public recognition of your work with a presentation at the AUSIT Gala Dinner attended by practitioners, sponsors, relevant industry people, and media representatives, amongst others. Brief details of the award-winning project or assignment highlighted
- Engraved trophy/ies, and certificate/s
- Promotion and exposure through AUSIT, and via various media, and on the AUSIT website
- Right to use Excellence Awards logo and to refer to your award on your stationery, marketing materials, website etc – *some conditions apply*
- Helping promote the profession by providing a role-model
- Eligible entrants to receive a maximum of 20 PD points

AUSIT Excellence Awards 2009 Entry Form

Entry Category – Excellence in Interpreting

Translators entering for an award, please complete and attach this page to the front of your submission
Where a team of translators is submitting a joint entry, each person should complete and sign a separate copy of
this form.

* **A.** Individual Entry **OR** **B.** Joint Entry of *..... translators [*insert number of translators]

APPLICANT

*Name and title – please indicate your surname: _____

*Address: _____

Postcode: _____

*Tel: _____ Fax: _____ *E-mail: _____

*NAATI Accreditation or Recognition, or equivalent qualification:

* Please tick if you are a financial AUSIT member.

If not, would you like to find out about joining AUSIT?

INTERPRETING ASSIGNMENT

* Title of submission (for example "Interpreting for Product Launch hybrid car")

*** STARTING AND CONCLUSION DATES OF ASSIGNMENT / SERIES OF ASSIGNMENTS / PROJECT:**

Starting date: _____ Conclusion date: _____

* Please tick if your submission contains confidential or copyright information.

Please Note: AUSIT reserves the right to use submissions, excluding confidential or copyright information, to promote excellence in the provision of T&I services, for training purposes, professional development and for the general education of the public. AUSIT will not return submitted materials unless requested and AUSIT will not bear responsibility for damaged or lost materials. The decision of the Awards Jury is final. If AUSIT deems that none of the submissions complies with the requirements for the category, no Award will be presented.

DECLARATION

I, the undersigned, declare that to my knowledge all information in this submission is accurate and that the submission is based on translation work undertaken by me/us.

I agree to the conditions of entry, and I confirm that the entry submitted conforms with the AUSIT Code of Ethics and that the work undertaken on the assignment complied with those ethical standards.

I consent to AUSIT using an extract from my/our submission (excluding confidential or copyright material) for publicity purposes and at the Awards Presentation Function without seeking prior consent from me.

Name and title: _____

Signature: _____ Date: _____

ENTRY FEE – Inc GST. I enclose the non-refundable fee with my submission:

A\$40.00 (for AUSIT members)

or A\$60.00 (for non-members)

Please make the cheque/postal order payable to “**AUSIT Excellence Awards**” and send it to:
AUSIT Excellence Awards

PO Box 193
Surrey Hills, VIC 3127

Please keep a copy of this entry form to serve as a Tax Invoice.

CLOSING DATE FOR ENTRIES: 22 September 2007 at 5pm

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Entry Form (continued) **DOCUMENTATION CHECKLIST**

<input type="checkbox"/>	Entry Form
<input type="checkbox"/>	Description
<input type="checkbox"/>	Three Written References
<input type="checkbox"/>	Summary of Qualifications and Experience (maximum 500 words)
<input type="checkbox"/>	NAATI or equivalent T/I accreditation
<input type="checkbox"/>	Referees' names and contact details
<input type="checkbox"/>	Entry Fee

AUSIT AWARDS COMMITTEE USE ONLY

Date Received	
Acknowledged	
Material Complete	
Reference Forms received	
Outstanding Items - Action	
Referees contacted	
Invitation sent	
Checked	
Other	

Interpreter Nomination Form

This form is to be sent directly to AUSIT:
AUSIT Excellence Awards c/o PO Box 193, Surrey Hills, VIC 3127

CLOSING DATE FOR NOMINATIONS: 1 September 2009

Nomination for an AUSIT Excellence Award in the category “*Excellence in Interpreting*”

In 2009 the Australian Institute of Interpreters and Translators Inc., AUSIT, will be presenting the second national Award for “Excellence in Interpreting” to an interpreter or team of interpreters for outstanding performance on a particular assignment, series of related assignments or project.

Use this form to nominate an interpreter or team of interpreters who you believe has undertaken outstanding work and ought to be considered for this Award.

Once your nomination has been received AUSIT will advise the interpreter or team of their nomination and invite them to submit an entry.

An interpreter or interpreting team who has entered or been nominated for an Excellence in Interpreting Award needs at least three references in support of their entry. These references should encompass both their performance on the specific assignment or project nominated for the Award, and their general competency as an interpreter. If you are willing to provide a reference commenting on either or both of these aspects please fill in an *Interpreter Reference Form* also.

Name of interpreter/s:

Interpreter’s contact details:

Agency/Organisation (if applicable):

Language:

Assignment or Project name:

Description: Please briefly describe the specific assignment which the interpreter or team you are nominating completed.

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ABOUT YOU (the Nominator):

Your name - *Please indicate your surname:* _____

Job title _____

Your organisation: _____

Address: _____

_____ Postcode: _____

Tel: _____ E-Mail: _____

Relationship with interpreter (e.g. client, agency): _____

Your occupation: _____

Your LOTE language skills / qualifications (if applicable): _____

Are you familiar with the AUSIT Code of Ethics? **Yes** **No**

Are you happy for us to disclose your name, or that of your organisation (if applicable), as the party who nominated the interpreter? **Yes** **No**

Signature: _____ Date: _____

CONFIDENTIALITY WAIVER FOR JURY

If the submission wins, the assignment will only be referred to in general terms and no sensitive or personal details will be divulged.

If you are one of the parties to the assignment, for example an agency, client, end-user, or someone named in the entry: do you agree to your details above being disclosed to the members of the Awards Jury, provided that such details will be kept confidential by the said Jury?

Yes Signature: _____ Date: _____

No

Please mark your envelope "Confidential Awards Submission" and post it to:

AUSIT Excellence Awards
c/o PO Box 193
Surrey Hills, VIC 3127

Visit www.ausit.org for more information about AUSIT, the Excellence Awards, and the AUSIT Code of Ethics. Enquiries to: awards@ausit.org

AUSIT EXCELLENCE AWARDS 2009

Interpreter Reference Form

This form is to be sent directly to:
AUSIT Excellence Awards c/o PO Box 193, Surrey Hills, VIC 3127

An interpreter or interpreting team who has entered or been nominated for an Excellence in Interpreting Award needs at least three references in support of their entry. These references should encompass both their performance on the specific assignment or project nominated for an Award and their general competency as an interpreter.

Feedback of this sort will help AUSIT give public recognition to outstanding professionals and contribute to better service provision.

Please use this form to provide a reference for the interpreter. If more than one interpreter is involved in the assignment or project, please complete a separate reference for each interpreter.

Any information you provide will be kept confidential.

* **Interpreter's Name** (Please underline the surname):

* **Please select A or B and follow the instructions for your selection.**

(A) [] General Reference

Please attach a written reference outlining your knowledge of the interpreter's background and experience. Where applicable you may refer to the questions below as a guide to commenting on their work generally.

(B) [] Reference regarding a Specific Assignment or Project

Please detail the particular assignment or project, its start and finish dates, location/s, and the principal parties involved, and answer questions 1-7 below.

Specific Assignment or Project:

Dates: _____

Place: _____

Party 1: _____

Party 2: _____

Party 3: _____

Party 4: _____

Interpreter Reference Form continued:

*** QUESTIONS** (*Attach a separate sheet if you need more space to elaborate.*)

1) Comment on the interpreter's professional conduct during this assignment (eg. behaviour, personal presentation).

2) Describe the framework/context of the assignment, including any linguistic and other challenges it presented.

3) Describe how the interpreter dealt with the situation overall and how the challenges were overcome.

4) State the benefits of the interpreter's work to the parties involved.

5) What particular aspect of the interpreter's performance made this assignment stand out?

6) What other comments would you like to make?

7) May we contact you for further information if necessary?

Yes – Phone no. and a convenient time to call you: _____

No

Interpreter Reference Form continued:

ABOUT YOU (the Referee):

Your name – *please indicate surname*: _____

Job title: _____

Your organisation: _____

Address: _____

_____ Postcode: _____

Tel: _____ Email: _____

Relationship with interpreter (e.g. client, agency): _____

Your occupation: _____

Your LOTE language skills / qualifications (if applicable): _____

Are you familiar with the AUSIT Code of Ethics? [] **Yes** [] **No**

Signature: _____ Date: _____

CONFIDENTIALITY WAIVER FOR JURY

If the submission wins, the assignment will only be referred to in general terms and no sensitive or personal details will be divulged.

If you are one of the parties to the assignment, for example an agency, client, end-user, or someone named in the entry: do you agree to your details above being disclosed to the members of the Excellence Awards Jury, provided that such details will be kept confidential by the said Jury?

[] **Yes** Signature: _____ Date: _____
[] **No**

Please mark your envelope “Confidential Awards Submission” and post it to:

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c/o PO Box 193,
Surrey Hills, VIC 3127.

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