



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 OUTSTANDING CONTRIBUTIONS TO THE TRANSLATING AND INTERPRETING INDUSTRY AWARD KIT

In 2009 the Australian Institute of Interpreters and Translators Inc., AUSIT, will once again be presenting the AUSIT Excellence Award for “Outstanding Contribution to the Translating and Interpreting Industry”. This award will be presented to a practitioner, team of practitioners, language service provider, organisation, business or institution involved in some aspect of the T&I industry in recognition for their work on a particular assignment, project or initiative that benefits the industry as a whole, including end-users and practitioners.

An individual or organisation can enter himself or herself OR nominations can be made by any party, including:

- an agency for whom a practitioner or team of practitioners works or has worked
- colleagues
- an end-user or client (including a company, body, business, organisation or individual)

Translators/interpreters/organisations working together on a particular project or initiative that benefits the industry as a whole can be nominated as a team.

The AUSIT Excellence Awards Committee will advise any person or organisation that has been nominated and direct them to the AU SIT website to download the *Outstanding Contribution Entry 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 2009 award will be presented for work relating to a specific project or initiative that has been undertaken in the two years prior to the nomination.

To have their work considered for an award, those entered must:

- i. have, where relevant, either appropriate NAATI accreditation (if NAATI testing available) or equivalent qualifications/recognition,
- ii. have their primary residence in Australia,
- iii. not currently be an AUSIT office bearer nor have been one 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

NB: Points i) to iv) above also apply to members or representatives of an organisation where an organisation is entering.

A: To Nominate Yourself for an Outstanding Contribution Award

You must submit the following:

1. *Outstanding Contribution Entry Form* – the form is included in this Kit or available on the AUSIT website under **Excellence Awards**.
If several different organisations/people are submitting an entry for something they have jointly been involved in, then each person and/or representative should fill out a separate *Outstanding Contribution Entry Form*.
2. Project Details - a description of no more than 1500 words outlining the initiative submitted including:
 - background
 - parties involved
 - objective
 - planning
 - challenges and how they were overcome
 - outcomes – where and how the work was/is used - and results

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 *Outstanding Contribution Nomination Form*.

If you are unsure of the suitability of your project please contact the Organising Committee: awards@ausit.org;

3. 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 initiative. The onus is on the entrant to follow up their requests and to ensure that the written references are sent to AUSIT.

4. Referees' contact details – please provide:
- a. contact details of those who are providing the written references outlined above in point 3 and
 - b. contact details of at least two other people who are willing to be contacted as referees to comment on the applicant's involvement in or contribution to the translating and interpreting industry.
5. Short profile (approximately 100 words) of each of the major parties involved in the entry (not exceeding 500 words).
6. Other supporting material produced in conjunction with the initiative. These must be labelled (where possible) and cross-referenced with the information provided regarding the Project Details as outlined in point 2) above.
7. Entry fee (incl. GST): One party: \$165.00
Team entry of two or more parties: \$110.00 per party

Individual practitioners or interested parties who would like more information about joining AUSIT please visit our website at: www.ausit.org.

B: Submitting your Entry

- i. The submission should not exceed 2000 words, excluding the three written references and the *Outstanding Contribution Entry Form*.
- ii. All material (with the exception of references) must be provided as both electronic and hard copy and must be:
 - single-sided
 - 1.5 spaced
 - in 12 point Times New Roman font
 - cross-referenced to supporting documentation
- iii. The hard copy must be on A4 paper. The entry form should be stapled to the front of the submission with other documents to follow.
- iv. Submission which do not comply with this format will not be accepted.
- v. The deadline for the receipt of entries is: 22 September 2009
Your electronic entry should be emailed to: awards@ausit.org
The hard copy should be mailed to:

AUSIT Excellence Awards,
c/- PO Box 193
Surrey Hills, VIC 3127
- vi. There are no limits to the number of entries a single party may make but please note that each entry will attract a separate entry fee.

Judging criteria:

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

- a. Content - including the description of initiative, supporting material and references
- b. Innovation - how ground-breaking the initiative is
- c. Referees' comments
- d. Scope of the initiative - the level of potential impact on the industry as a whole
- e. Success of the initiative - for example actual benefits delivered to practitioners, clients and/or end users
- f. Challenges identified and how these were overcome
- g. Where applicable, evidence of verifiable and/or measurable outcomes
- h. Role-model value –
 - a. how valuable is the work to other practitioners, organisations, clients
 - b. lessons learnt that will benefit the profession in general

Benefits

- Being the national Outstanding Contribution to the Translating and Interpreting Award winner
- Public recognition of your contribution to the translating and interpreting industry 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 initiative highlighted
- Engraved trophy/ies, and certificate/s
- Promotion and exposure through AUSIT, 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 practitioners to receive a maximum of 20 PD points

AUSIT Excellence Awards 2009 Entry Form

Entry Category – Outstanding Contribution to the Translating and Interpreting Industry

Candidates entering for an award, please complete and attach this page to the front of your submission
Where more than one party is submitting a joint entry, each party should complete and sign a separate copy of this form.

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

APPLICANT

* Name and title – please indicate your surname: _____

* Organisation: _____

* 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?

PROJECT

* Title of submission (for example "Compiling online course material for translators and interpreters")

* STARTING AND CONCLUSION DATES OF PROJECT / INITIATIVE:

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 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\$165.00 (for one party)

Note: For two or more parties, each party pays \$110.00 A\$110.00 (for one of * _____ parties)
(*Insert number of parties)

Please make the cheque/postal order payable to "AUSIT SA/NT" 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 2009 at 5pm

Entry Form (continued)

DOCUMENTATION CHECKLIST

	Entry Form
	Project Details (maximum 1500 words)
	Three Written References
	Profiles of parties (maximum 500 words)
	Referees' names and contact details
	Entry Fee

AUSIT AWARDS COMMITTEE USE ONLY

Date Received:	
Acknowledged	
Material Complete	
Outstanding Items – Action	
Referees contacted	
Invitation sent	
Checked	
Other	

AUSIT EXCELLENCE AWARDS 2009
Outstanding Contribution Nomination Form

This form is to be sent directly to AUSIT
AUSIT 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
“Outstanding Contribution to
the Translating and Interpreting Industry”

In 2009 the Australian Institute of Interpreters and Translators Inc., AUSIT, will once again be presenting the national Award “Outstanding Contribution to the Translating and Interpreting Industry”. This award will be presented to a practitioner, team of practitioners, language service provider, organisation, business, or institution that is part of, related to, or involved in the T&I industry, for their work on a particular assignment, project or an initiative that benefits the industry as a whole, including end-users and practitioners.

To be eligible for an Award, the specific project or initiative must have been completed in the two years prior to the nomination.

Use this form to nominate an organisation, practitioner, business, individual or team 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 party/parties of their nomination and invite them to submit an entry.

Name of Organisation/s: Contact Details:

Project or Initiative Name:

Description: Please briefly describe the specific project or initiative which the organisation/s or team you are nominating completed, and why you think it should receive this award.

ABOUT YOU (the Nominator):

Your name - *Please indicate your surname:* _____

Job title _____

Your organisation: _____

Address: _____

_____ Postcode _____

Tel: _____ E-Mail: _____

Relationship with nominated organisation (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 nominator of the party or parties concerned?

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 person named in accompanying text: 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

Thank you very much for helping to reward excellence!