



AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED

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

AUSIT Awards
c/o PO Box 193,
Surrey Hills, VIC 3127,
or fax it to 03 – 9898 0249

Website: www.ausit.org

E-mail: awards@ausit.org

ABN 64 855 620 166

AUSIT EXCELLENCE AWARDS 2009

2009 "OUTSTANDING CONTRIBUTIONS TO AUSIT" AWARD KIT

In 2009 the Australian Institute of Interpreters and Translators Inc., AUSIT, will be presenting the inaugural national AUSIT Excellence Award for “Outstanding Contribution to AUSIT”. This award will be presented to an AUSIT member, for their contribution towards AUSIT, be it as an office-bearer, or otherwise.

An individual can enter themselves OR nominations can be made by any party including:

- an AUSIT state branch
- other AUSIT members
- any other party

The AUSIT Excellence Awards Committee will advise any person that has been nominated.

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 undertaken or contributions made in the two years prior to the nomination. However, as this is an inaugural award, other worthy projects and initiatives falling outside the qualifying period, will also be considered.

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

- i. (where relevant) have either appropriate NAATI accreditation (if NAATI testing is available), or equivalent qualifications or recognition
- ii. have their primary residence in Australia
- iii. be an AUSIT member and
- iv. not be directly related to any of the judges. i.e. a parent, sibling, child, or spouse or partner.
- v. have at least 20 supporting referees who are full AUSIT members.

A: To Nominate Yourself for an Outstanding Contribution Award

You must submit the following:

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

If several different people are submitting an entry for something they have jointly been involved in, then one *Outstanding Contribution to AUSIT Entry Form* is to be filled out by a nominated representative of the team.

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 to AUSIT 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 can be sent directly to AUSIT. At least 20 written references are required, all of whom are full AUSIT members. 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 points 3 and 4
 - b. contact details of at least ten members of the referees list who are willing to be contacted as referees to comment on the applicant's involvement in or contribution to AUSIT.
5. Short profile (approximately 100 words) of each of the major parties involved in the entry (not exceeding 500 words).
6. Other supporting materials produced in conjunction with the initiative. These must be labeled (where possible) and cross-referenced with the information provided regarding the Project Details as outlined in point 2) above.
7. Entry fee N/A

B: Submitting your Entry

- i. The maximum length for the entire submission is 2000 words. This word count does not include the three written references nor the *Outstanding Contribution to AUSIT Entry Form*.
- ii. All material (with the exception of references) must be provided in both electronic and hard copy form. It must be:
 - single-sided
 - 1.5 spaced
 - in 12 point Times New Roman font
 - cross-referenced to supporting documentation
- iii. The hard copy of your submission must be on A4 paper. The entry form should be stapled to the front of the submission, with other documents underneath it.
- iv. Work not received in format specified above 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. Parties may submit one entry only per project. Each member can be nominated for different projects and initiatives and thus can put in as many submissions as they like or can.

Judging criteria:

This category will be judged by the National Council of AUSIT. The following will be taken into account when judging a submission:

- a. The overall benefits, this initiative, project or individual member has made to AUSIT.
- b. Content of the submission, including the description of initiative, supporting material and references
- c. Innovation - how ground-breaking the initiative is
- d. Referees' comments
- e. Challenges identified and how they were overcome
- f. Where applicable, evidence of verifiable and/or measurable outcomes
- g. Role-model value –
 - a. how valuable the work done, was as a role model to other AUSIT members, committees and colleagues in general;
 - b. the extent to which lessons were learnt so that AUSIT members could benefit from them;

Benefits

- Being the national Outstanding Contribution to AUSIT Award winner
- Public recognition of your contribution to AUSIT with a presentation at the AUSIT gala national dinner attended by practitioners, sponsors, relevant industry people, and media representatives, amongst others. Brief details of the award-winning project or initiative being 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 AUSIT by providing a role-model
- Eligible members will receive a maximum of 20 PD points and the winner is to receive 40 PD points

**AUSIT Excellence Awards 2009
Entry Form**

Entry Category – Outstanding Contribution to AUSIT

*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/REPRESENTATIVE

* Name and title – *please indicate your surname:* _____

* AUSIT membership category / committee: _____

* Address: _____

Postcode/State: _____

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

* NAATI Accreditation or Recognition, or equivalent qualification: _____

PROJECT

* Title of submission (*for example "AUSIT Biennale Conference- Get Connected 2008 "*)

*** 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. A USIT will not return submitted materials unless requested and A USIT 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: _____

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

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, or fax it to 03 – 9898 0249

CLOSING DATE FOR NOMINATIONS: 1 September 2009

Nomination for an AUSIT Excellence Award in the category
“Outstanding Contribution to AUSIT”

In 2009 the Australian Institute of Interpreters and Translators Inc., AUSIT, will be presenting the inaugural national Award “Outstanding Contribution to AUSIT”. This award will be presented to a member of AUSIT for their contribution towards AUSIT.

To be eligible for an Award, the specific project, or initiative must have been undertaken or contributions made in the two years prior to the nomination. However, as this is an inaugural award, other worthy projects and initiatives falling outside the qualifying period, will also be considered.

Use this form to nominate an AUSIT member and/or committee who you believe has undertaken outstanding work on behalf of AUSIT 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 Member/Committee:

Contact Details:

Project or Initiative Name:

Description: Please briefly describe the specific project or initiative which the member or committee 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 _____

Member category/committee: _____

Address: _____

_____ Postcode

Tel:

E-Mail:

Relationship with nominated member/committee (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 the?

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.

Signature: _____

Date: _____

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

AUSIT Excellence Awards
c/o PO Box 193
Surrey Hills, VIC 3127
or fax it to (03) 9898 0249.

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!