



AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED

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

Website: <http://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 TRANSLATING AWARD KIT

In 2009 the Australian Institute of Interpreters and Translators Inc., AUSIT, will once again be presenting the AUSIT Award for “Excellence in Translating” to a translator or team of translators for their outstanding performance on a particular assignment, a series of related assignments, or a project.

Individuals or translators working in small teams can enter themselves OR a translator can be nominated by:

- i. an agency for whom they work or have worked;
- ii. an end-user or client (including a company, body, organisation or individual)
- iii. a colleague or other party;

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

The AUSIT Excellence Awards Committee will notify any nominated translator and direct them to the AUSIT website to download the *Translator Entry Form* and *Translator 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 translation must relate to a specific assignment or series of assignments which has been undertaken in the two years prior to the nomination.

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

- i. have appropriate NAATI accreditation (if NAATI testing is available) or equivalent qualifications or recognition
- ii. have their primary residence in Australia
- iii. not currently be an AUSIT office bearer nor have been one in the previous year
- 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 Translating Award

You must submit the following:

1. *Translator Entry Form* – the form is included in this Kit, or available on the AUSIT website under Excellence Awards. If a team of translators is entering a translation they have jointly produced, then each person should fill out a separate *Translator Entry Form*.
2. Translation
 - a. The translation can be in either direction. Please provide both the source and target text
 - b. The English text must be a minimum of 500 words in length.
 - c. For long translations, the entire work may be submitted with a suitable section recommended as the translation submission content to be evaluated. If you are unsure of the suitability of your translation please contact the 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 *Translator Nomination Form*.

3. Supporting Material: A description of no more than 500 words outlining:
 - * the background,
 - * parties involved,
 - * objective,
 - * planning,
 - * challenges and how these were overcome
 - * outcomes – where and how the translation was used - and results.

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 translation. It is recommended that the *Translator 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.
5. Referees' contact details – please provide:
 - a) contact details of those who are providing the written references outlined above in point 4, and
 - b) contact details of at least two other people who are willing to be contacted as referees to comment on your translation work.
6. Short summary of your qualifications and relevant experience (maximum 500 words);
7. Entry fee (inc GST): \$40.00 for AUSIT members;
 \$60.00 for non-members.
For team entries each person involved should pay an individual entry fee according to whether or not they are AUSIT members. Translators interested in 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 *Translator 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. Submissions 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. Contents: translation source and target texts, supporting material and a minimum of three references – including two specific to the translation submitted
- b. AUSIT assessors' evaluation of the translation – Excellence is deemed to include the following elements:
 - the translation accurately conveying all the information, and faithfully reproducing the style, register and all other pragmatic features of the original;
 - the translation fulfilling the purpose of the original;
 - evidence of research and use of available resources;
 - professionalism and ethical conduct
- c. Referees' comments
- d. Achievements – how the translation met the client's objectives
- e. Challenges identified and how these were overcome;
- f. Evidence of consultation and research
- g. Where applicable, evidence of verifiable and/or measurable outcomes
- h. Role-model value –
 - a) how valuable is the work done to other practitioners, organisations, clients
 - b) lessons learnt that will benefit the translator and the profession in general

Benefits

- Being the second national Excellence in Translating 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 Translating

*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?

TRANSLATION

* Title of submission (*for example "Policies about Global Warming – Kyoto Protocol"*)

*** 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

Entry Form (continued) **DOCUMENTATION CHECKLIST**

<input type="checkbox"/>	Entry Form
<input type="checkbox"/>	Translation - source and target texts (minimum 500 words)
<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	
NAATI dispatched	
NAATI returned	
Referees contacted	
Invitation sent	
Checked	
Other	

AUSIT Excellence Awards 2009 Translator 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 “*Excellence in Translating*”

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

Use this form to nominate a translator or team of translators 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 translator or translation team of their nomination and invite them to submit an entry.

A translator or translation team who has entered or been nominated for an Excellence in Translating 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 a translator. If you are willing to provide a reference commenting on either or both of these aspects please fill in a *Translator Reference Form* also.

Name of translator/s:

Translator’s contact details:

Agency/Organisation (if applicable):

Language:

Assignment or Project name:

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

ABOUT YOU (the Nominator):

Your name - *Please indicate your surname:* _____

Job title _____

Your organisation: _____

Address: _____

_____ Postcode: _____

Tel: _____ E-Mail: _____

Relationship with translator (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 translator? **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 translation text: do you agree for 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, Victoria 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

Translator Reference Form

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

A translator or translation team who has entered or been nominated for an Excellence in Translating 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 a translator.

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 translator. If more than one translator is involved in the assignment or project, please complete a separate reference for each translator.

Any information you provide will be kept confidential.

*** Translator'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 translator'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 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: _____

Translator Reference Form continued:

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

1) Comment on the translator's professional conduct during this assignment (e.g. liaison, follow up, handling of queries, delivery by due date, presentation of work).

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

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

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

5) What particular aspect of the translation work 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

Translator Reference Form continued:

ABOUT YOU (the Referee):

Your name – please indicate surname: _____

Job title: _____

Your organisation: _____

Address: _____

_____ Postcode: _____

Tel: _____ Email: _____

Relationship with translator (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: _____

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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 translation text: do you agree for 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:

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Surrey Hills, VIC 3127.

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