

AUSIT EXCELLENCE AWARDS 2009

*Translator Reference Form*

**This form is to be sent directly to:**  
AUSIT Excellence 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: \_\_\_\_\_

**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, VIC 3127.

Visit [www.ausit.org](http://www.ausit.org) for more information about AUSIT, the Excellence Awards, and the AUSIT Code of Ethics. Enquiries to: [awards@ausit.org](mailto:awards@ausit.org)