

SECTION 1: PERSONAL DETAILS

CREDIT SHEET FOR PROFESSIONAL DEVELOPMENT undertaken from to

NAME: _____		LOTE(s): _____	
Log book submitted to:		SKILLS	
AUSIT <input type="checkbox"/>	AUSIT Membership Number: _____	Translator <input type="checkbox"/>	
NAATI <input type="checkbox"/>	NAATI Number: _____	Interpreter <input type="checkbox"/>	
ASLIA <input type="checkbox"/>	ASLIA Membership Number: _____	Both <input type="checkbox"/>	

Place an **X** in the appropriate box(s)

<p>List Your Areas of Specialisation (if any):</p> <ol style="list-style-type: none"> 1. 2. 3. 4.
--

SECTION 2: ETHICS OF THE PROFESSION

(For the purposes of revalidation of NAATI accreditation, a minimum of 30 points are required * over a 3 year period from any of the listed Developmental Activities 2.1 -2.5)

Developmental Activities: Ethics of the Profession	Duration	Point value	Details (activity title, where and when)	Points
2.1 Attendance at a training event (e.g. refresher, workshop, seminar etc) run by a professional body (e.g. ASLIA, AUSIT) NAATI or language service provider (e.g. hospital, agency) specifically concerned with Ethics of the Profession; participating in courses on ethics not specific to T&I but relevant to T&I practice.	From 1hr up to 4 hrs	10		
2.2 Attendance at a training event (e.g. refresher, workshop, seminar etc) run by a professional body (e.g. ASLIA, AUSIT) NAATI or language service provider (e.g. hospital, agency) specifically concerned with Ethics of the Profession; participating in courses on ethics not specific to T&I but relevant to T&I practice.	4 hours to full day	20		
2.3 Attendance at a session presented on ethical issues at a T&I conference.	From 1hr up to 4 hrs	10		

SECTION 2: ETHICS OF THE PROFESSION

(For the purposes of revalidation of NAATI accreditation, a minimum of 30 points are required * over a 3 year period from any of the listed Developmental Activities 2.1 -2.5)

Developmental Activities: Ethics of the Profession	<i>Duration</i>	<i>Point value</i>	<i>Details (activity title, where and when)</i>	<i>Points</i>
2.4 Self-directed learning activities such as writing or reading articles on ethics, engaging in ethics debates, or other PD activities with a high ethical emphasis. Evidence through confirmation by a peer 10 points. Evidence in the form of a written report of about 700 words: 20 points.		10/20		
2.5. Completion of the Online Ethics of the profession course run by NAATI.	N/A	20		

* During the first cycle of revalidation (2007-2009) applicants may seek a partial dispensation from the requirement for 30 points from this section where access to suitable resources, particularly training events, was not reasonably or sufficiently available (e.g. rural/remote areas) or relevant (e.g. an applicant has already completed all of the available on-line programs).

SECTION 3: MAINTENANCE OF LANGUAGE

(For the purposes of revalidation of NAATI accreditation, a minimum of 30 points are required over a 3 year period from any of the listed Developmental Activities 3.1 – 3.10)

Developmental Activities: Maintenance Of Language	<i>Duration</i>	<i>Point Value</i>	<i>Details (Activity title, where and when)</i>	<i>Points Earned</i>
<p>3.1 Language maintenance through spending minimum 2 weeks in the country of your LOTE. Shorter stays can be added up and counted at the end of the 3 years. <i>(Not applicable to Auslan interpreters)</i></p> <p>(Maximum 20 points in a year)</p>	<p>Minimum 2 weeks</p>	<p>10</p>		
<p>3.2 Language maintenance through subscription to LOTE websites, newsgroups, LOTE or Deaf community magazines, journals and periodicals written in English, e.g.:</p> <ul style="list-style-type: none"> - World Federation of the Deaf News - AAD Outlook - British Deaf News - Journal of Deaf Studies & Deaf Education - Deaf Worlds: International Journal of Deaf Studies - Sign Language Studies - The Rebuttal <p>(Maximum 10 points in a year)</p>		<p>10</p>		
<p>3.3 Language maintenance through membership of Deaf Australia (formerly Australian Association of the Deaf) <i>(Applicable to Auslan interpreters only)</i></p>		<p>10</p>		

SECTION 3: MAINTENANCE OF LANGUAGE

(For the purposes of revalidation of NAATI accreditation, a minimum of 30 points are required over a 3 year period from any of the listed Developmental Activities 3.1 – 3.10)

Developmental Activities: Maintenance Of Language	Duration	Point Value	Details (Activity title, where and when)	Points Earned
(Maximum 10 points in a year)				
3.4 Attendance at a formal professional development workshop organised by a professional association or service provider (e.g. hospital, agency) on LOTE, English, Auslan/Deaf Studies or linguistics.	From 1hr up to 4 hrs	10		
3.5 Attendance at a formal professional development workshop organised by a professional association or service provider (e.g. hospital, agency) on LOTE, English, Auslan/Deaf Studies or linguistics.	More than 4 hrs	20		
3.6 Completion of a formal professional development workshop, course unit or module at a tertiary institution or professional association n LOTE, English, Auslan/Deaf Studies or linguistics.	10 to 20 hours	40		
3.7 Completion of a formal professional development workshop, course unit or module at a tertiary institution or professional organisation in LOTE, English, Auslan/Deaf Studies or linguistics.	More than 20 hours	60		

SECTION 3: MAINTENANCE OF LANGUAGE

(For the purposes of revalidation of NAATI accreditation, a minimum of 30 points are required over a 3 year period from any of the listed Developmental Activities 3.1 – 3.10)

Developmental Activities: Maintenance Of Language	<i>Duration</i>	<i>Point Value</i>	<i>Details (Activity title, where and when)</i>	<i>Points Earned</i>
3.8 Attendance at a session concerning your LOTE or English at a T&I conference.	From 1hr up to 4 hrs	10		
3.9 Language maintenance through Private study in LOTE or English, if it is not your first language. (Maximum 10 points per year)	minimum 20 hours_[r1]	10		
3.10 Completion of the English learning activity at the Virtual Lecture Room (<i>AUSIT members</i>). (Maximum 20 points per year)		10		

SECTION 4: T & I SKILLS DEVELOPMENT

(For the purposes of revalidation of NAATI accreditation, a minimum of 30 points are required over a 3 year period from any of the listed Developmental Activities 4.1 – 4.6)

DEVELOPMENTAL ACTIVITIES: T & I SKILLS DEVELOPMENT	<i>Duration</i>	<i>Point Value</i>	<i>Details (When and names)</i>	<i>Points Earned</i>
4.1 Virtual learning room activities at www.ausit.org (Maximum 40 points in a year)		10		
4.2 Attendance at a formal T&I professional development session, workshop or seminar conducted by AUSIT, ASLIA or other professional organisation in the industry, such as WAITI, or by NAATI, university departments, private or government language service agencies. (Maximum 60 points in a year)	From 1 hr up to 4 hrs 4 hrs to 1 day	20 40		
4.3 Attendance at a formal professional development seminar or conference on T&I, linguistics or deaf studies as above. (Maximum 80 points in a year)	4 hrs to 1 day	40		

SECTION 4: T & I SKILLS DEVELOPMENT

(For the purposes of revalidation of NAATI accreditation, a minimum of 30 points are required over a 3 year period from any of the listed Developmental Activities 4.1 – 4.6)

DEVELOPMENTAL ACTIVITIES: T & I SKILLS DEVELOPMENT	<i>Duration</i>	<i>Point Value</i>	<i>Details (When and names)</i>	<i>Points Earned</i>
4.4 Attained NAATI Accreditation at a higher level or gained additional accreditation. e.g. Paraprofessional to Professional (Interpreter/Translator)	N/A	40		
4.5 Attendance at a formal professional development workshop, training module or short course at a tertiary education institution on T&I or related topic. (Maximum 80 points in a year)	10 to 20 hours	40		
4.6 Completion of a course unit or module at a tertiary institution on T&I or in a related discipline, such as Linguistics, TESOL, International Relations or Deaf Studies. (Maximum 120 points in a year)	More than 20 hours	60		

SECTION 5: COMPLEMENTARY SKILLS DEVELOPMENT

(No minimum points required – points from this section can be used to supplement the minimum compulsory requirement of 90 points from Sections 2-4)

DEVELOPMENTAL ACTIVITIES: COMPLEMENTARY SKILLS DEVELOPMENT	<i>Duration</i>	<i>Point Value</i>	<i>Details (When and names)</i>	<i>Points Earned</i>
<p>5.1 Specialist non-T&I sessions Attendance at a formal training session, workshop or seminar relating to:</p> <ul style="list-style-type: none"> • Business management, • Personal development (e.g. stress management, voice care, occupational health awareness) • Computer literacy and • Specialisation area of the practitioner as described on page 1 (e.g. legal, medical, geology, education, advertising etc.) <p>(Maximum 30 points in a year)</p>	<p>2 to 4 hours</p>	<p>10</p>		

SECTION 5: COMPLEMENTARY SKILLS DEVELOPMENT

(No minimum points required – points from this section can be used to supplement the minimum compulsory requirement of 90 points from Sections 2-4)

<p>5.2 Specialist non-T&I sessions Attendance at a formal training session, workshop or seminar relating to:</p> <ul style="list-style-type: none"> • Business management, • Personal development (e.g. stress management, voice care, occupational health awareness), • Computer literacy and • Specialisation area of the practitioner as described on page 1: e.g. legal, medical, geology, education, advertising etc. <p>(Maximum 40 points in a year)</p>	<p>More than 4 hours to 1 day</p>	<p>20</p>		
<p>5.3 Induction and orientation Attendance at an T & I industry-related employer/workplace induction and orientation. (Maximum 20 points in a year)</p>	<p>2 to 4 hours</p>	<p>10</p>		
<p>5.4 Induction and orientation Attendance at an T & I industry-related employer/workplace induction and orientation (Maximum 20 points in a year)</p>	<p>More than 4 hours</p>	<p>20</p>		

SECTION 5: COMPLEMENTARY SKILLS DEVELOPMENT

(No minimum points required – points from this section can be used to supplement the minimum compulsory requirement of 90 points from Sections 2-4)

DEVELOPMENTAL ACTIVITIES: Contribution to community development	<i>Duration</i>	<i>Point Value</i>	<i>Details (When and names)</i>	<i>Points Earned</i>
<p>5.5 Attendance at a T&I networking session, or at a T&I forum or awareness day, or at the Branch or National AGM, or T&I agency developmental team meetings.</p> <p>(Maximum 10 points in a year)</p>		10		
<p>5.6 Active participation in the eBulletin, ASLIA, AUSIT, WAITI, NAATI or other T&I language forum posting a helpful message at least twice in a year. Letters to the editor in the AUSIT, ASLIA, WAITI, NAATI newsletters or other publication about a T&I topic.</p> <p>(Maximum 10 points in a year)</p>		10		
<p>5.7 Active membership of a LOTE cultural club, Deaf Australia or similar body; contribution to LOTE or specialist media (e.g. community newsletter, radio, community television e.g. Signpost).</p> <p>(Maximum 10 points in a year)</p>		10		

SECTION 5: COMPLEMENTARY SKILLS DEVELOPMENT

(No minimum points required – points from this section can be used to supplement the minimum compulsory requirement of 90 points from Sections 2-4)

DEVELOPMENTAL ACTIVITIES: Contribution to community development	<i>Duration</i>	<i>Point Value</i>	<i>Details (When and names)</i>	<i>Points Earned</i>
5.8. Paid-up membership of a T & I related professional association. <ul style="list-style-type: none"> • AUSIT • ASLIA • WAITI • other 		10		
5.9 Attendance at networking sessions at ASLIA and Deaf community events.		10		
5.10 Regular attendance at meetings and formal contribution to an AUSIT, ASLIA, WAITI committee or sub-committee, or conference organising committee. (Maximum 10 points in a year)		10		

SECTION 6: CONTRIBUTION TO THE PROFESSION

(No minimum points required – can be used to supplement the minimum compulsory requirement of 90 points from Sections 2-4)

DEVELOPMENTAL ACTIVITIES: Contribution to the profession	<i>Duration</i>	<i>Point Value</i>	<i>Details (When and names)</i>	<i>Points Earned</i>
6.1 Publication of an article in the AUSIT, ASLIA, WAITI, NAATI or other newsletter in the T&I profession. (Maximum 10 points in a year)		10		
6.2 Development of and publishing resource materials related to T & I such as: <ul style="list-style-type: none"> • Dictionaries • Thesaurus • Courseware • Specialist Glossaries (Conference Interpreters) • A-V content (DVD, on-line, CD etc) • Editing peer-reviewed journal 		20		
6.3 Presentation of a one hour or more T&I workshop. (Maximum 40 points in a year)		20		

SECTION 6: CONTRIBUTION TO THE PROFESSION

(No minimum points required – can be used to supplement the minimum compulsory requirement of 90 points from Sections 2-4)

DEVELOPMENTAL ACTIVITIES: contribution to the profession	<i>Duration</i>	<i>Point Value</i>	<i>Details (When and names)</i>	<i>Points Earned</i>
6.4 Presentation of a paper of at least 20 minutes' duration at a T&I or related discipline conference.	20 mins or more	40		
6.5 A publication in a refereed industry journal, book or relevant peer-reviewed journal of at least 2000 words.		40		
6.6 Teaching T&I in a formal course that meets AQTF (Australian Quality Training Framework) criteria or higher, for 6 months or more. Covers only limited workload, e.g. a few hours per week, as a casual employee or contractor. (2 hrs per week for 18 weeks = 36 hours) (Maximum 60 points in a year)	1 Semester or more	30		
6.7 Teaching a T&I course at TAFE or university level for 6 months or more. Fulltime employment or carrying maximum workload is expected. (Maximum 100 points in a year)	1 Semester or more	50		

SECTION 6: CONTRIBUTION TO THE PROFESSION

(No minimum points required – can be used to supplement the minimum compulsory requirement of 90 points from Sections 2-4)

DEVELOPMENTAL ACTIVITIES: CONTRIBUTION TO THE PROFESSION	<i>Duration</i>	<i>Point Value</i>	<i>Details (When and names)</i>	<i>Points Earned</i>
<p>6.8 Sharing your practical experience through mentoring new practitioners or supervising work-experience students or big projects for min 6 hours in total. Or participating as a mentee in a formal mentoring program.</p> <p>(Maximum 30 points in a year)</p>	<p>6 hours minimum</p>	<p>20</p>		
<p>6.9 Serving as a NAATI Examiner and marking 20 or more tests per 3 year cycle, AND/OR being involved in setting of one or more tests per 3 year cycle.</p>		<p>20</p>		
<p>6.10 Serving as a NAATI Examiner and attending a NAATI Examiner training workshop.</p>	<p>up to 3 hours duration</p>	<p>20</p>		
<p>6.11 Serving as a NAATI Examiner and attending a NAATI Examiner training workshop.</p>	<p>4 hours or more</p>	<p>40</p>		
<p>TOTAL POINTS</p> <p><u>PLEASE NOTE</u> To meet the PD requirements, the total points must be at least 120 over a three year period.</p>				

SUGGESTION BOX

Please write here if you think you have undertaken an activity worth PD points, but are not mentioned above.

Declaration:

I certify that the entries in this document are a true and accurate record of the Professional Development I have participated in/undertaken during the stated reporting period and that I have the documentary evidence necessary to support the above record should I be called on to present it for validation/audit.

Applicant

Witness

Signature:

Signature:

Name:
(Print name here)

Name:
(Print name here)

Date:

Date:

Contact telephone number:

Witness Criteria - The witness must be 18 years of age or over, must **not** be related to the applicant by birth or marriage, and must not be in a de-facto relationship with the applicant. The witness must be currently employed in one of the following professional or occupational groups:

- Justices of the Peace (JP)
- Accountants
- Bank Managers
- Chartered Professional Engineers
- Police Officers (with a minimum of 5 years continuous service)
- Members of the legal profession (solicitors, judges, magistrates)
- Clerks of Courts
- Dentists
- Pharmacists
- Registered Nurses
- Registered Medical Practitioners
- Registered Veterinary Surgeons
- Full-time teachers (with a minimum of 5 years employment at a school or tertiary institution)
- Public Service Employees (State or Commonwealth with a minimum of 5 years service)