

PROFESSIONAL DEVELOPMENT LOG BOOK

SECTION 1: PERSONAL DETAILS



PROFESSIONAL DEVELOPMENT undertaken between:			/			/				AND			/			/			
NAME:																			
LANGUAGE(S) OTHER THAN ENGLISH (LOTE):																			

Log book submitted to: (Please tick as appropriate)		Skill(s)	Areas of specialisation (if appropriate)
NAATI	NAATI number:	Translator	1.
AUSIT	Membership Number:	Interpreter	2.
ASLIA/ Deaf Society	Membership Number:	Both	3.

SUMMARY OF PROFESSIONAL DEVELOPMENT POINTS ACHIEVED FOR THE PERIOD					
Please insert the total number of points achieved for Sections 2 – 6					
Section 2: Ethics of the Profession	Section 3: Maintenance of Language	Section 4: T & I Skills Development	Section 5: Complementary Skills Development	Section 6: Contribution to the Profession	TOTAL

SECTION 2: ETHICS OF THE PROFESSION (Minimum of 30 points required * over a 3 year period from any of the listed Developmental Activities 2.1 -2.4)

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.	Between 1 and 4 hours	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 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		
2.4. Completion of the Online Ethics of the profession course run by NAATI.	N/A	20		
TOTAL ETHICS OF THE PROFESSION POINTS				

* 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 (Minimum of 30 points required over a 3 year period from any of the listed Developmental Activities 3.1 – 3.4)

DEVELOPMENTAL ACTIVITIES: MAINTENANCE OF LANGUAGE	Duration	Point Value	Details (Activity title, where and when)	Points
<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. (Not applicable to Auslan interpreters) (Maximum 20 points in a year)</p>	<p>2 weeks or more</p>	<p>10</p>		
<p>3.2 Language maintenance through subscription to LOTE , websites, newsgroups or private study in LOTE or Deaf community magazines/journals/ periodicals that are written in English, such as: - 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 (Maximum 10 points in a year)</p>		<p>10</p>		
<p>3.3 Completion of a formal professional development workshop, course unit or module at a tertiary institution on LOTE, English, Auslan/ Deaf Studies or linguistics.</p>	<p>10 to 20 hours</p>	<p>40</p>		
<p>3.4 Completion of a formal professional development workshop, course unit or module at a tertiary institution on LOTE, English, Auslan/ Deaf Studies or linguistics.</p>	<p>More than 20 hours</p>	<p>60</p>		
<p>TOTAL LANGUAGE MAINTENANCE POINTS</p>				

SECTION 4: T & I SKILLS DEVELOPMENT (Minimum of 30 points required over a 3 year period from any of the listed Developmental Activities 4.1 – 4.10)

DEVELOPMENTAL ACTIVITIES: T & I SKILLS DEVELOPMENT	Duration	Point Value	Details (Activity title, where and when)	Points
4.1 Virtual learning room activities at www.ausit.org Member login>National Office> Virtual Lecture Room. <i>(Maximum 40 points in a year)</i>		10		
4.2 Attendance at a formal T&I professional development session, workshop or seminar conducted by AUSIT, ASLIA or other professional organisations in the industry, such as WAITI, or by NAATI, university departments, private or government language service agencies <i>(Maximum 60 points in a year)</i>	1 to 3 hours	20		
4.3 Attendance at a formal professional development seminar or conference on T & I, including linguistics or deaf studies	4 hrs to 1 day	40		
4.4 Attained NAATI Accreditation at a higher level or gained additional accreditation. e.g. Paraprofessional to Professional	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. <i>(Maximum 120 points in a year)</i>	10 to 20 hours	40		
4.6 Completion of a formal professional development workshop, course unit or module at a tertiary institution on T&I or related topic. <i>(Maximum 100 points in a year)</i>	More than 20 hours	60		
4.7 Completion of a full T&I course at TAFE at Diploma or Advanced Diploma level. <i>(Maximum 100 points in a year)</i>		100		

SECTION 4: T & I SKILLS DEVELOPMENT (Minimum of 30 points required over a 3 year period from any of the listed Developmental Activities 4.1 – 4.10)

DEVELOPMENTAL ACTIVITIES: T & I SKILLS DEVELOPMENT		Duration	Point Value	Details (Activity title, where and when)	Points
4.8	Completion of a T&I Bachelor degree or Postgraduate diploma at a university or Diploma/Advance Diploma in VET. (On graduation)		120		
4.9	Completion of a relevant higher degree e.g Master of Arts in T&I at university or relevant research degree (e.g. masters, PhD). (On graduation)		150		
4.10	Completion of a tertiary qualification in a related discipline (such as Linguistics, TESOL, International Relations or Deaf Studies). (On graduation)				
TOTAL T&I SKILLS DEVELOPMENT POINTS					

SECTION 5: COMPLEMENTARY SKILLS DEVELOPMENT (No minimum points – points can be used to supplement the compulsory Sections 2-4)

DEVELOPMENTAL ACTIVITIES: COMPLEMENTARY SKILLS DEVELOPMENT	Duration	Point Value	Details (Activity title, where and when)	Points
5.1 Language maintenance through membership of Deaf Australia. (<i>Auslan interpreters only</i>) (<i>Maximum 10 points in a year</i>)		10		
5.2 Specialist non-T&I sessions: Attendance at a formal training session, workshop or seminar relating to: <ul style="list-style-type: none"> • Business management, • Personal development, • Computer literacy and • Specialisation area of the practitioner e.g., generic legal, medical or educational information workshops. (<i>Maximum 30 points in a year</i>)	2 to 4 hours	10		
5.3 Specialist non-T&I sessions: Attendance at a formal training session, workshop or seminar on: <ul style="list-style-type: none"> • Business management • Personal development • Computer literacy • Specialisation area of the practitioner e.g., generic legal, medical or educational information workshops. (<i>Maximum 40 points in a year</i>)	More than 4 hours to 1 day	20		
5.4 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. (<i>Maximum 10 points in a year</i>)		10		
5.5 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. (<i>Maximum 10 points in a year</i>)		10		

SECTION 5: COMPLEMENTARY SKILLS DEVELOPMENT (No minimum points – points can be used to supplement the compulsory Sections 2-4)

DEVELOPMENTAL ACTIVITIES: COMPLEMENTARY SKILLS DEVELOPMENT	Duration	Point Value	Details (Activity title, where and when)	Points
5.6 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). <i>(Maximum 10 points in a year)</i>		10		
5.7 Induction and orientation: Attendance at an T & I industry related employer /workplace induction and orientation	2 to 4 hours	10		
5.8 Induction and orientation: Attendance at an T & I industry related employer /workplace induction and orientation	More than 4 hours	20		
5.9. Paid up membership of a T & I related professional association. <ul style="list-style-type: none"> • AUSIT • ASLIA • WAITI 		10		
5.10 Attendance at networking sessions at ASLIA and Deaf community events		10		
TOTAL COMPLEMENTARY SKILLS DEVELOPMENT POINTS				

SECTION 6: CONTRIBUTION TO THE PROFESSION (No minimum points – points can be used to supplement the compulsory Sections 2-4)

DEVELOPMENTAL ACTIVITIES: CONTRIBUTION TO THE PROFESSION	Duration	Point Value	Details (Activity title, where and when)	Points
6.1 Regular attendance at meetings and formal contribution to an AUSIT, ASLIA, WAITI committee or sub-committee, or conference organising committee. <i>(Maximum 10 points in a year)</i>		10		
6.2 Publication of an article in the AUSIT, ASLIA, WAITI or NAATI newsletter. <i>(Maximum 10 points in a year)</i>		10		
6.3 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		
6.4 Presentation of a one hour or more T&I workshop. <i>(Maximum 40 points in a year)</i>		20		
6.5 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) <i>(Maximum 60 points in a year)</i>	1 Semester or more	30		
6.6 Teaching a T& I course at TAFE or university level for 6 months or more. Fulltime employment or carrying maximum workload is expected. <i>(Maximum 100 points in a year)</i>	1 Semester or more	50		

SECTION 6: CONTRIBUTION TO THE PROFESSION (No minimum points – points can be used to supplement the compulsory Sections 2-4)

DEVELOPMENTAL ACTIVITIES: CONTRIBUTION TO THE PROFESSION	Duration	Point Value	Details (Activity title, where and when)	Points
6.7 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. <i>(Maximum 30 points in a year)</i>	6 hours minimum	20		
6.8 A publication in a refereed industry journal, book or relevant peer-reviewed journal of at least 2000 words.		40		
6.9 Presenting a paper of at least 20 minutes' duration at a T&I or related discipline conference.	20 mins or more	40		
6.10 Serving as a NAATI Examiner and marking 20 or more tests per 3 year cycle.		20		
6.11 Serving as a NAATI Examiner and being involved in setting of one or more tests per 3 year cycle.		20		
6.12. Serving as a NAATI Examiner and attending a NAATI Examiner training workshop.	up to 3 hours duration	20		
6.13 Serving as a NAATI Examiner and attending a NAATI Examiner training workshop.	4 hours or more	40		
TOTAL CONTRIBUTION TO THE PROFESSION POINTS				

SECTION 7: ADDITIONAL PD ACTIVITIES

ADDITIONAL PD ACTIVITIES

Please record other PD activities here if you wish, but the PD can not be included in any of the categories or subcategories in this document. PD recorded in this section should be activities that you consider should be awarded PD points but can not be assigned to any of the categories in sections 2-6 of this document. You should record the Activity title and where and when the activity was undertaken.

Empty rectangular box for recording additional PD activities.

SECTION 8: DECALARATION

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:

Category of Witness (see criteria below)

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)