

IPEd accreditation lasts for five years, after which you must apply for renewal of accreditation if you wish to retain your status as an accredited editor. This form is intended for editors who became accredited in **2008** and renewed in **2013**.

Instructions

Completing the form

1. Before you start, please read the [Guidelines for renewal of accreditation 2018](#).
2. Complete the form using either of the following the methods:
 - onscreen, by typing directly into the fields – make sure you **save** your completed form to your computer
 - printing the form and filling it in by hand – you may wish to **scan** your completed form for emailing (see step 7 below).
3. You must complete **all** fields in **Applicant Details**.
4. You must complete **Section A** (all questions marked *) and at least **3 questions in Section B**.
5. Only complete **Section C** if your situation falls outside the scope of Sections A and B.
6. Fill in the **Declaration** on the last page.

Submitting your application

7. Submit your completed form, along with the **application fee** (see last page for details) before the **closing date**. Applications may be submitted by :
 - **emailing** the saved or scanned file to: admin@iped-editors.org, or
 - **posting** the handwritten form to: T Winchester, IPEd, PO Box 8, Coopers Plains QLD 4108.

Closing date

- Applications may be submitted at any time from 1 September 2018 but no later than 30 November 2018.
- Applications must be **received** by the IPEd secretary by **30 November 2018**. If you are posting your application, make sure you leave enough time for it to be delivered by the closing date.
- Late applications will only be accepted in exceptional circumstances and where prior approval has been granted. If you need an extension, please outline your reasons in an email to ab.chair@iped-editors.org at least **TWO** weeks before the closing date.

Applicant details

Full name:

Address:

State & postcode:

Country if not Australia:

Email:

Phone:

Alternative phone:

Are you a current member of an IPEd branch?

If YES, which branch?

Are you a current member of another editing association?

If YES, name the organisation:

Section A: Continuing involvement in the editing profession

This section has 18 questions. Complete all questions marked *, and others as they apply to you.

1* Do you currently work in any capacity as an editor?

If YES go to **Q2** (below)

If NO, go to **Q16** (on page 4)

Q2 relates to your current work as an editor. Only answer this question if you answered YES to Q1.

2 Is your editing work undertaken as part of your primary employment or as your primary source of income?

If YES go to **Q3** (below)

If NO, go to **Q10** (on page 3)

Examples:

Sally works part-time as a receptionist but does occasional freelance work as an editor. Susie would answer 'No' to Q2 and go straight to Q10.

Rashid is a contract editor employed by an editing business, but also works casual hours at a cafe on weekends to supplement his income. Rashid would answer 'Yes' to Q2 and go to Q3.

Clare is managing editor at a publishing house but also does freelance editing in her spare time. Clare would answer 'Yes' to Q2 and go to Q3.

Greta is a pensioner who has recently retired but does editing on a voluntary basis for her local community groups. Greta would answer 'No' to Q2 and go straight to Q10.

Editing as primary employment or primary income

Q3–9 relate to your primary occupation as an editor. Only answer these questions if you answered YES to Q2.

3 What is the employment category of your primary editorial work? (tick one only)

Only select "Self-employed" if you are a sole trader with an ABN, a partner in a partnership, or the owner of a business. If you work on a contract basis for one or more employers, select "Employee". If you are unsure if you are an employee or an independent contractor, see the definitions on the [ATO website](#) or the [Fair Work Ombudsman's website](#).

Employee Name of employer:

Self-employed Name of business or trading name:

Other Please specify:

Examples:

Rashid works on assignment from an editing business, which finds the clients and also sets the pay rate for each job. Rashid would tick 'Employee' and provide the name of the editing business which contracts his work.

Clare is an in-house editor at a publisher so she would tick 'Employee' and provide the name of the publisher.

Jenny is a freelance editor with her own ABN who chooses which jobs she will take and sets her own rates for each job. Jenny would tick 'Self-employed' and provide her own name or her trading name if it is different.

Hamish is on an unpaid internship with a small publisher. Hamish would select 'Other' and specify 'Intern with [publisher]'.

4 Contact details for the organisation nominated in question 3, including website or ABN (if any).

5 Indicate the nature of your work (tick all that apply)

Full time

Part time

Casual

Contract (eg per editing job)

6 When did you commence work with this employer or business?

Section A continued

7 What is your current role or scope of work (tick all that apply)

Managing editor	Commissioning editor	Other (please specify below):
Senior editor	Structural editor	
Associate editor	Copy editor	
Supervisor of editors	Proofreader	
Trainer of editors	Production editor	

8 When did you commence in this particular role or roles?

9 Do you also undertake editing work outside your main employment?

Answer YES if you do any editing work on a freelance, part-time or voluntary basis in addition to your primary editing work.

If YES, go to **Q10** (below)
If NO, go to **Q17** (on page 4)

Editing as secondary source of work or primary income

Q10–15 relate to your work as an editor outside of your primary employment. Only answer these questions if you answered NO to Q2 or YES to Q9.

10* What is the employment category of your secondary editorial work? (tick one only)

Only select “Self-employed” if you are a sole trader with an ABN, a partner in a partnership, or the owner of a business. If you work on a contract basis for one or more employers, select “Employee”. If you are unsure if you are an employee or an independent contractor, see the definitions on the [ATO website](#) or the [Fair Work Ombudsman’s website](#).

Employee Name of employer(s):

Self-employed Name of business or trading name:

Other Please specify:

Examples:

Sally takes her occasional freelance work on assignment from two editing businesses, which also set the pay rate for each job. Sally would tick ‘Employee’ and provide the names of the editing businesses for which she freelances.

Clare, an in-house editor at a publisher, does freelance work as an independent contractor in her spare time. Clare would tick ‘Self-employed’ and provide her own name or her trading name, if different.

Greta, a retiree, edits reports and newsletters on a voluntary basis for local community groups. Greta would select ‘Other’ and specify ‘Volunteer’ and the name(s) of the community groups.

11* Contact details for the organisation(s) nominated in question 10, including website or ABN (if any).

12* Indicate the nature of your work (tick all that apply)

Full time	Part time	Casual	Contract (eg per editing job)
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Section A continued

13* When did you commence work with this employer or business?

14* What is your current role or scope of work (tick all that apply)

- | | | |
|-----------------------|----------------------|-------------------------------|
| Managing editor | Commissioning editor | Other (please specify below): |
| Senior editor | Structural editor | |
| Associate editor | Copy editor | |
| Supervisor of editors | Proofreader | |
| Trainer of editors | Production editor | |

15* When did you commence in this particular role or roles?

Not currently working as an editor

Only answer this question if you answered NO to Q1.

16 If you do not currently work as an editor, explain how your current work or role is related to professional editing. (If insufficient space, consider filling out Part C as well.)

Change in situation

17* Is your current situation, as detailed in Q3–9, Q10–15 or Q16, representative of the last five years, ie since you were re-accredited in 2013?

If YES, go to **Q18** (on page 5)
If NO, fill in the table below

Specify any periods in which you worked as an editor in the last five years, and the details of that work. Complete as many rows as needed, or leave blank. More space is provided on the next page.

Period		Type of employment (employee, freelancer etc)	Organisation / business	Your role or scope of work
From	To			

Section A continued

Project 4

Description:

Client/employer:

Work performed:

Duration of project:

From:

To:

Project 5

Description:

Client/employer:

Work performed:

Duration of project:

From:

To:

Section B: Professional development since accreditation

This section relates to professional development undertaken since your accreditation was renewed in 2013. There are 7 questions. You must answer YES to at least 3 questions.

University or TAFE courses relevant to editing

1* Have you been enrolled in one or more postgraduate university courses or TAFE courses relevant to the profession of editing during the past five years?

If YES, please provide details of each relevant course below.

University or TAFE course 1

Name of institution:

Name of course:

Description of course:

Units completed during last 5 years:

Periods of enrolment:

Section B continued

University or TAFE course 2

Name of institution:

Name of course:

Description of course:

Units completed during last 5 years:

Periods of enrolment:

Use the space below if you wish to provide further details in relation to Q1.

IPEd branch or editors society training

2* Have you attended or presented at branch or society training workshops, courses or education sessions at any time in the past five years?

If YES, please provide up to 3 examples.

Society workshop / course / session 1

Branch or society:

Name of workshop / course:

Brief description:

Date held:

Your role:

Topic (if you presented):

Section B continued

Society workshop / course / session 2

Branch or society:

Name of workshop / course:

Brief description:

Date held:

Your role:

Topic (if you presented):

Society workshop / course / session 3

Branch or society:

Name of workshop / course:

Brief description:

Date held:

Your role:

Topic (if you presented):

Please go to page 9 if you wish to provide further details for this question.

Other professional society training

3* Have you attended or presented training workshops, courses, residential programs or seminars run by other organisations (such as the Australian Publishers Association, Australian Copyright Council, or Australian and New Zealand Society of Indexers) at any time in the last 5 years?

If YES, please provide at least 1, but no more than 3, examples.

Other workshop / course / program / seminar 1

Organisation:

Name of workshop / course:

Brief description:

Date held:

Your role:

Topic (if you presented):

Section B continued

Other workshop / course / program / seminar 2

Organisation:

Name of workshop / course:

Brief description:

Date held:

Your role:

Topic (if you presented):

Other workshop / course / program / seminar 3

Organisation:

Name of workshop / course:

Brief description:

Date held:

Your role:

Topic (if you presented):

Use the space below if you wish to provide further details in relation to Q2 or Q3.

Section B continued

Mentoring of other editors

4* Since renewing your accreditation in 2013, have you been involved in a mentoring relationship (as mentor or mentee) or helped train other editors?
If YES, please provide details of at least one example below.

Mentoring relationship 1

Program or arrangement:

Organisation (if applicable):

Your role:

Your responsibilities in this role:

Duration of relationship: From:

To:

Mentoring relationship 2

Program or arrangement:

Organisation (if applicable):

Your role:

Your responsibilities in this role:

Duration of relationship: From:

To:

Use the space below if you wish to provide further details in relation to Q4.

Section B continued

Conferences attended

5* Have you attended or presented at any conferences relevant to the editing profession in the past 5 years?

If YES, please provide details of at least 1 example below.

Conference 3

Conference title:

Conference sponsor:

Date held:

Your role:

If you were a presenter, what did you talk about?

Conference 2

Conference title:

Conference sponsor:

Date held:

Your role:

If you were a presenter, what did you talk about?

Conference 1

Conference title:

Conference sponsor:

Date held:

Your role:

If you were a presenter, what did you talk about?

Use the space below if you wish to provide further details in relation to Q5.

Section B continued

Additional professional activities

7* In the last 5 years, have you undertaken other professional development activities not already covered?

Examples: relevant professional reading, subscriptions to professional journals, participation in professional networks

If YES, please provide details of at least 1 example below.

Additional professional activity 1

Activity:

Details of activity:

Duration:

From:

To:

Additional professional activity 2

Activity:

Details of activity:

Duration:

From:

To:

Use the space below if you wish to provide further details in relation to Question 7.

Section C: Alternative case for renewal of accreditation (OPTIONAL)

Complete this section only if you were unable to adequately answer the questions in Section A and B and you wish to present an alternative case for consideration by the Accreditation Board.

- 1 Demonstrate how you have maintained your competence in editing skills and professional knowledge over the past five years and state why your accreditation should be renewed.**

Declaration

By submitting this form, you are making a declaration that you have answered all questions truthfully and can verify the claims you have made.

Make sure you **retain evidence** of your claims. You do not need to submit evidence with your application, but the IPEd and the Accreditation Board reserve the right to check the accuracy of claims and may contact you for further information if needed.

(Evidence may include such records as statements from employers/clients, appropriate email records, receipts, invoices, testimonials, academic records/transcripts, conference papers you have prepared, lists of delegates, meeting minutes, printouts showing participation in online forums.)

Date of completion:

Payment of application fee

Please provide details of your payment of the renewal accreditation application fee.

Amount paid:

Payment method:

Date of payment:

Remember

Applications may be submitted any time after 1 September 2018 but no later than 30 November 2018 unless the board has granted you an extension due to exceptional circumstances.

Payment of the renewal fee should be made when you submit your application.

Payment of the renewal fee

The fee for renewal of accreditation is \$150 for current IPEd members and \$175 for non-members.

Payment by electronic funds transfer (EFT) is preferred. Alternatively, you may pay by cheque or money order.

EFT payments

Please use the following link for EFT payments via IPEd's secure member and event system.

Payment Link <https://iped.memnet.com.au/MemberSelfService/EventBooking.aspx?selectedEventId=210>

Reference: Use your **initial** and **surname** followed by **RA** (eg JAnyone RA)

Cheque/money order

Payee: **Institute of Professional Editors Ltd**

Post to: **IPEd Ltd, PO Box 8, Coopers Plains QLD 4108**

Enquiries

If you have any questions, please send an email to ab.chair@iped-editors.org