The Braille Authority of New Zealand Aotearoa Trust

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

### “BANZAT Building Better Braille”

Policy 7

Accreditation of Braille Producers

Working in Aotearoa New Zealand

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# Part One: Overview and Purpose

# 1. Overview

## 1.1. Development of This Policy

The Braille Authority of New Zealand Aotearoa Trust (BANZAT) was set up in August 2010.

BANZAT's purpose is to:

• set standards and to make rulings on Braille code usage within New Zealand,

• maintain awareness and consistency with current international developments in all Braille codes,

• accredit practitioners involved in Braille production,

• promote Braille as the prime literacy medium for blind people, and

• promote best practice in teaching, acquisition and distribution of Braille.

BANZAT has set the standards for

• the code – Unified English Braille – with the correct treatment of Te Reo Māori; and

• format of heading, paragraph and list styles, the use and position of print page indicators and more.

BANZAT has published a guidance document to assist transcribers in New Zealand called “Essentials of Braille Formatting”. This guide includes BANZAT's rules for transcribing Te Reo Māori. It covers the transcription of letters, agendas and minutes, accounts, tables, print page indicators and tables of contents. There is also guidance on copyright, cataloguing and the handling of print errors that producers may encounter. Print and electronic Braille files of “Essentials of Braille Formatting” can be found on the BANZAT website at <https://www.banzat.org.nz/publications/braille-codes-and-formats>.

New Zealand uses the Duxbury Braille Translator application as the standard for Braille transcription. Included in Duxbury is a template developed by the Royal New Zealand Foundation of the Blind, (trading as Blind Low Vision NZ, BLVNZ,) which is highly recommended for all new transcriptions. This template can be set as the default template within Duxbury for all new documents. The template ensures the correct translation of text in Te Reo Māori and includes standard formatting conventions and styles for New Zealand.

In fulfilling its purpose to accredit practitioners involved in Braille production, BANZAT administers the Trans-Tasman Certificate of Proficiency in Unified English Braille in conjunction with the Australian Braille Authority. The certificate is awarded if candidates pass the open book examination which is offered annually.

Braille can be produced by six-key entry of the code into a manual Braille machine or on a computer keyboard. It can also be produced with computer software that translates text into Braille ready format files for embossing. The Certificate of Proficiency in UEB examines knowledge of the Braille code and the six-key entry method. It does not test knowledge of computer translation software and there is only some testing of knowledge of Braille format.

BANZAT is aware that some Braille is being produced by individuals using computer translation software who are charging for their service but are not delivering Braille to the standards set by BANZAT. BANZAT is not just concerned about Braille code and format but also about the quality of embossing, binding, labelling and packaging of the product being supplied to end users. Examples of poor production in all these aspects have been reported to BANZAT.

BANZAT believes that not only do end users need confidence that the Braille is accurate but also those requesting and/or paying for the Braille need to know that the producer is suitably qualified to transcribe the print. As set out in this Policy, BANZAT now offers an accreditation framework for Braille producers in Aotearoa New Zealand.

Accreditation is available to individuals, as described in Part Two of this policy, and to organisations, as described in Part Three of this policy.

This accreditation framework invites individuals to submit self-selected samples of their own work for assessment by BANZAT that demonstrate specified criteria of Braille code and format.

BANZAT has resolved to give accreditation at the outset to two organisations, Blind and Low Vision Education Network NZ (BLENNZ) and BLVNZ. This recognises that the production of Braille is a core service of both organisations who together produce in excess of 90% of New Zealand's Braille. Both organisations have been producing Braille for many years. Both organisations demonstrate their commitment to uphold the principles set out in Part Two for the accreditation of individuals.

The accreditation framework for individuals and organisations is not just about the technical aspects of Braille production, but more importantly, about the commitment to upholding a professional code of practice and a feedback process (which may include formal complaints) throughout the production of each Braille item. Monitoring of and reporting on poor quality Braille relies on adherence to the producers' quality standards or on the requesters or purchasers or end users providing feedback which may include making complaints.

The accreditation framework also provides for the cancellation of accreditation of individuals and organisations as provided for in Part Four below.

Individual and organisation accreditation is a once only process and is ongoing from the date of issue of the accreditation, subject to provisos listed in Part Four below.

BANZAT markets accredited producers on its website. BANZAT also markets this accreditation framework in particular to known purchasers of Braille.

## 1.2. Engagement with Braille Stakeholders

Prior to finalising this policy, two drafts were sent to Braille stakeholders including Braille readers, teachers and producers as well as known purchasers of Braille. Extensive feedback was received from four individuals and eight organisations. We wish to sincerely thank each individual and organisation for their thoughtful feedback.

All feedback was taken into account by BANZAT trustees.

## 1.3. United Nations Convention on the Rights of Persons with Disabilities

BANZAT affirms the principles in the United Nations Convention on the Rights of Persons with Disabilities. In particular:

### Article 21: Freedom of Expression and Opinion, and Access to Information

States Parties shall take all appropriate measures to ensure that persons with disabilities can exercise the right to freedom of expression and opinion, including the freedom to seek, receive and impart information and ideas on an equal basis with others and through all forms of communication of their choice, as defined in article 2 of the present Convention, including by:

(a) Providing information intended for the general public to persons with disabilities in accessible formats and technologies appropriate to different kinds of disabilities in a timely manner and without additional cost;

(b) Accepting and facilitating the use of sign languages, Braille, augmentative and alternative communication, and all other accessible means, modes and formats of communication of their choice by persons with disabilities in official interactions.

## 1.4. Copyright Act 1994

The Copyright Act 1994 Section 69 has been revised to enable New Zealand to join the Marrakesh Treaty to Facilitate Access to Published Works for Persons who are Blind, Visually Impaired, or otherwise Print Disabled.

We draw attention to a new provision which says the producer “ensures that the copy respects the integrity of the original work, as far as is reasonably possible and taking into account changes needed to make the work accessible in the alternative format”. See <https://www.legislation.govt.nz/act/public/1994/0143/latest/DLM345634.html>.

## 1.5. Review of This Policy

BANZAT trustees reviewed this policy at their first meeting following the 2016 Annual General Meeting when two rounds of accreditation had been completed.

In February 2020 BANZAT trustees wrote to the five founding organisations of BANZAT to seek their opinion on two proposed changes. One was a revision to 8.3 Privacy and Confidentiality. The other was a new Section 1.4 which draws attention to a new provision in Section 69 of the 1994 Copyright Act.

Following discussion of feedback, BANZAT agreed to adopt this amended policy at its Meeting 61, on 13 September 2022, Res. 61-6.

In 2025 BANZAT further updated the Policy adding comments about paper size and strengthening the requirement for print labels for documents.

# 2. Purpose Statement

This policy provides for an accreditation process that gives confidence to requesters, purchasers, teachers and readers of Braille that Braille produced by producers accredited by BANZAT

(a) is faithful to the meaning and intent of the original print document;

(b) follows BANZAT standards and guidelines;

(c) is fit for the purpose of the original print document; and

(d) describes a procedure for raising and resolving concerns about the quality of specific Braille documents.

# Part Two: Accreditation of Individual Braille Producers

# 3. Scope – Individual

The Braille Authority of New Zealand Aotearoa Trust (BANZAT) will accredit an individual as qualified to produce Braille provided that they meet the criteria set out in this policy.

# 4. Prerequisite Qualification for Individual Braille Producer

An individual seeking BANZAT accreditation must be the holder of the Trans-Tasman Certificate of Proficiency in Unified English Braille or equivalent qualification as determined by BANZAT from time to time.[[1]](#endnote-1)

# 5. Standards of Braille Code and Format

5.1. The Braille code must conform to the Rules of Unified English Braille.[[2]](#endnote-2)

5.2. The Braille format should follow the guidelines set out in “Essentials of Braille Formatting”.[[3]](#endnote-3)

5.3. The dots in the embossed Braille should comply with the standards of dot height and spacing.[[4]](#endnote-4)

5.4. The paper size to be used should be agreed with the requester/purchaser. Either A4 (Size: 297mm x 210mm) or Transcriber size (Size 292mm x 279mm) should be used. In New Zealand A4 is preferred as that is the standard print paper size. Transcriber size is more appropriate if tactile graphics are included or if the document will be in multiple volumes.

5.5. The embossed Braille should be decollated (if fanfold paper is being used).

5.6. The embossed Braille should be bound, labelled (in print and Braille) and packaged to a standard appropriate for the use of the document as agreed with the requester/purchaser. The producer should advise the requester/purchaser of the range of options with costs and agree on the appropriate choice before work begins. Print labels are key if the Braille is to be handed out by people who do not know Braille.

5.7. Each item of Braille must include (in print and Braille) the name and contact details of the Braille producer unless formal agreement has been reached with the requester/purchaser for the omission of this requirement.

# 6. Assessment of Quality of Work

## 6.1. Sample Materials

As one strand of the application process described in Section 14 below, BANZAT will assess the quality of work produced by each individual applicant seeking accreditation.

Each applicant is asked to select and submit samples of their own work which demonstrate the principles set out in Section 5 above, including:

(a) use of Braille styles for headings, lists and paragraphs;

(b) print and Braille labels on the front cover;

(c) name and contact details of the Braille producer in print and Braille;

(d) title page;

(e) table of contents;

(f) print page numbering;

(g) Te Reo Māori words used in English text;

(h) information set out in tables;

(i) a verbalisation of a graphic.

Samples of work which should be related to ongoing business may be of a meeting agenda, meeting minutes, a financial statement, a letter, a restaurant menu, or other documents that demonstrate the Braille styles. The Braille should accurately represent all information contained on each page in the print samples.

These samples, totalling between 15 and 20 Braille pages of 11.5 inches by 11 inches size or between 20 and 28 Braille pages of A4 size, bound into one volume, should be submitted in both hardcopy Braille and print, together with MS Word files of the print.

An applicant who does not have an embosser may subcontract the embossing and binding to another individual or organisation Braille producer, provided that this is discussed with BANZAT prior to submitting the application.

## 6.2. Assessment of Quality of Work

(a) Each applicant's sample of work will be assessed against the standards and guidelines adopted by BANZAT by the New Zealand examiner for the Trans-Tasman Certificate of Proficiency in Unified English Braille and one other suitably qualified person chosen by BANZAT trustees.

(b) The assessment with relevant comments will be provided to the applicant within a target of four weeks of their samples being received. If the assessors cannot meet this target timeframe because of other more pressing work, they will contact the affected applicant with an update on progress giving a revised assessment date.

(c) The applicant will be advised of any errors in the samples and will be offered the opportunity to discuss the identified errors with the assessors.

(d) The applicant will be offered the opportunity to submit one further set of samples for assessment within two months of the date on which he/she was given feedback about the nature of the errors. This further set of samples should consist of new material not previously submitted, addressing only the identified errors and should show an improved understanding of the specific code or format issues.

(e) When the assessors agree that the quality of work satisfies BANZAT standards, they will advise both the applicant and BANZAT trustees accordingly. The application process and decisions about applications are described in Sections 14 and 15 below.

# 7. Subcontracting

An accredited Braille producer, having accepted an assignment from a requester/purchaser may, at their sole discretion, subcontract part of a Braille production assignment to a subcontractor. Whenever a subcontractor is involved, the originating Braille producer is wholly responsible for the quality of the entire Braille product, including the originating transcription, embossing, binding, labelling, packaging, despatch, on time delivery and all negotiations with the requester/purchaser.

# 8. Code of Practice

## 8.1. Professional Conduct

### Aim

To maintain trust in Braille producers as professionals.

### Commitment

(a) Braille producers uphold professional standards of conduct. They conduct themselves in a responsible, culturally sensitive and professional manner. They show respect towards all parties involved in a Braille production assignment.

(b) Braille producers observe impartiality, in particular with the creation of verbalisations and tactile graphics, and remain unbiased throughout the production of the Braille.

(c) Braille producers agree with the requester/purchaser a production turnaround timeframe for each assignment and communicate promptly if a timeframe cannot be met.

(d) Braille producers account and charge for their time, materials and overheads accurately and honestly.

(e) Braille producers represent their credentials honestly. Advertising of their services is factual, relevant and accurate.

(f) Braille producers respect and support their colleagues. They share information to maintain and raise standards.

## 8.2. Braille Code and Format

### Aim

To uphold the standards and guidelines adopted by BANZAT.

### Commitment

(a) Braille producers uphold the standards of the Braille codes and format guidelines adopted by BANZAT.

(b) Braille producers may use codes and formats other than those adopted by BANZAT, so long as the requested document is a one off intended for use by the sole Braille reader who has requested the variant code/format.

## 8.3. Privacy and Confidentiality

### Aim

To protect the privacy of all parties communicating through a Braille production, and to maintain the trust of requester/purchasers and readers in the integrity of professional Braille producers.

### Commitment

(a) Braille producers maintain confidentiality and do not disclose information acquired during the course of their work, or details about specific assignments, including the identity of requesting organisations or individuals.

(b) Braille producers keep secure all print, electronic and Braille documents, recording the name(s) of producer(s) working on the production of each document.

(c) Braille producers record the physical location of all electronic and paper documents, including backup arrangements and location of electronic documents.

(d) Braille producers manage securely the disposal of electronic and paper documents, maintaining a record of how and when documents are disposed of.

(e) Braille producers notify the requester/purchaser immediately of any breach of security, privacy or confidentiality.

NOTE: The duty of confidentiality does not apply where disclosure is required by law, or in specific circumstances of risk to life or security concerns.

## 8.4. Competence

### Aim

To ensure that effective Braille production is provided according to the Braille code and format guidelines that is faithful to the meaning and intent of the print and that professional standards are upheld.

### Commitment

(a) Braille producers only undertake work they can reasonably expect to perform competently and for which they are professionally qualified through training and credentials.

(b) Braille producers remain faithful to the meaning and intent of the original print at all times. They may report back to the requester/purchaser of the print any serious errors of fact.

(c) Braille producers note any omissions from the print in the Braille document.

(d) Braille producers proofread the Braille by sight or by touch to the extent that is fit for purpose for the document, making corrections as needed.

(e) Braille producers monitor the needs of the end users, seeking and encouraging feedback.

## 8.5. Professional Development

### Aim

To maintain and improve standards of service.

### Commitment

(a) Braille producers continue to develop their professional knowledge and skills.

(b) Braille producers commit themselves to lifelong professional learning, recognising that individuals, skills and practices change over time.

(c) Braille producers continually upgrade their code, format and technology skills and knowledge and their understanding of Braille in different print contexts. They monitor relevant news and discussion lists.

# 9. Feedback Process

9.1. BANZAT supports a culture where Braille producers, requesters, purchasers, teachers and users can discuss materials available in Braille. The goal is continuous improvement in work practices and production quality. If concerns cannot be resolved through discussion, those involved may use the formal complaints process described in this section.

9.2. Braille producers (individuals or organisations) must outline the process to requesters/purchasers, teachers and users of their Braille for giving feedback which may include making a formal complaint. This may include being able to provide a formal complaints policy on request.

9.3. Braille readers or requesters/purchasers of Braille who have queries about or are dissatisfied with the quality of the Braille or any other aspects of the production process, must make their concerns known in the first instance to the Braille producer. This allows the Braille producer the opportunity to respond directly to a complaint made about their work and to put right the matter. If the identity of the Braille producer is not known, readers are encouraged to make any concerns known to the purchaser/requester which may be the organisation who gave them the Braille.

9.4. The Braille producer will endeavour to resolve the complaint to the satisfaction of the complainant within the timeframe specified in their own feedback process or complaints policy.

9.5. If a complainant is not satisfied with the outcome, they may bring the complaint to BANZAT.

9.6. If BANZAT receives a complaint about a Braille document produced by, or a process followed by an accredited Braille producer, BANZAT will first check that the complainant has followed the Braille producer's own feedback process or complaints policy, and will then acknowledge receipt of the complaint to both parties within five working days.

9.7. BANZAT will endeavour to resolve complaints within four weeks of its acknowledging receipt of the complaint. If a significant concern is found, it may take more than four weeks for a resolution to be reached.

9.8. BANZAT will work alongside the Braille producer in an attempt to resolve issues relating to the complaint. Complaints may be investigated in writing, through meetings, through visits to the producer's premises etc.

9.9. BANZAT will work with the Braille producer to determine whether there has been a breach of BANZAT's standards and guidelines, and whether the Braille producer has adhered to its own quality assurance and complaints policy. This may include proofing by touch or by sight the Braille complained about to look for possible embossing issues, and inspecting the binding, labelling and packaging of the document(s) complained about.

9.10. BANZAT will work with the complainant and the Braille producer to try to resolve the complaint, seeking an appropriate remedy.

9.11. Findings will be written up and provided to the complainant and the Braille producer concerned.

9.12. BANZAT will share lessons learned from feedback and complaints with all accredited Braille producers, ensuring anonymity of the parties involved.

9.13. BANZAT may revise its published guidelines to clarify any points that may have been misunderstood and may have led to standards and guidelines not being met.

# Part Three: Accreditation of Organisation Braille Producers

# 10. Scope – Organisation

At the introduction of this policy, The Braille Authority of New Zealand Aotearoa Trust (BANZAT) will accredit two organisations as Braille producers, namely, the Blind and Low Vision Education Network NZ (BLENNZ) and the Royal New Zealand Foundation of the Blind (BLVNZ). This recognises that the production of Braille is a core service of both organisations who together produce in excess of 90% of New Zealand's Braille. Both organisations have been producing Braille for many years. Both organisations demonstrate their commitment to uphold the principles set out in Part Two for the accreditation of individuals.

In addition, BANZAT will accredit an organisation as qualified to produce Braille provided that they meet the criteria set out in this policy.

Prerequisite qualifications and requested policy documents are listed in the next two sections.

# 11. Prerequisite Qualifications for Organisation Braille Producer

11.1. Employs a minimum of five Braille producers who would be eligible for or who may hold BANZAT accreditation as individual Braille producers.

11.2. Has the capacity and capability to produce the full range of print and electronic materials in Braille codes and formats adopted by BANZAT including but not limited to music Braille, tactile graphics, science, technology, engineering and math materials, te reo Māori and foreign languages.

11.3. Has extensive experience of a range of Braille embossers.

11.4. Can satisfy the document security requirements of organisations such as banks, utilities, Work and Income, providers of personal health information, the New Zealand Qualifications Authority, tertiary institutions and others requesting examination and test papers and other private information to be produced.

11.5. Has extensive knowledge of how users read hard copy and electronic Braille.

11.6. Engages with Braille readers to improve the quality and quantity of Braille.

# 12. Policy Documents

BANZAT will request and review policy documents from the applicant organisation that demonstrate adherence to the principles covered in Part Two of this policy. These policy documents include but are not limited to:

(a) Quality assurance standards;

(b) professional development plans;

(c) the supervision procedures for staff producing Braille who are not reporting on a daily basis to staff who would qualify as individual Braille producers;

(d) a complaints policy;

(e) a list (to be provided annually) of names of employees who hold the Trans-Tasman Certificate of Proficiency in Unified English Braille or an equivalent qualification as determined by BANZAT.

When reviewing the policy documents, BANZAT will look for evidence of quality assurance systems to oversee the production of Braille (including transcription, embossing, proofing, binding, labelling and packaging), in particular about the Braille produced by staff who do not hold the Trans-Tasman Certificate of Proficiency in Unified English Braille. BANZAT will look to see how the organisation's internal policies explain how it will ensure that all its Braille producers are able to meet BANZAT's code standards and format guidelines.

In a professional development plan for staff producing Braille, BANZAT will look for an explanation of how they will maintain their knowledge in the changing field of print documents and Braille production. We will look for evidence that staff:

(a) know where to find the rules of Unified English Braille;

(b) have a plan with timeframe to teach Braille to their staff so they can pass the Trans-Tasman Certificate of Proficiency in Unified English Braille;

(c) are monitoring relevant email lists such as the New Zealand Braille list moderated by BANZAT, the general Braille list maintained by the International Council on English Braille, the Australian Braille discussion list maintained by the Australian Braille Authority; and

(d) any other points the organisation might mention.

# Part Four: Procedures for Accreditation

# 13. Scope – Accreditation

This part applies to both individuals and organisations seeking to achieve and retain accreditation as Braille producers.

# 14. Application Process

14.1. A call for applications for accreditation will be made annually with a closing date of 30 June. Applications should be addressed to the Secretary of BANZAT at [secretary@banzat.org.nz](secretary%40banzat.org.nz).

14.2. Each individual Braille producer applicant must submit their

(a) evidence of the prerequisite qualification of the Trans-Tasman Certificate of Proficiency in Unified English Braille or an equivalent qualification as approved by BANZAT as provided for in Section 4 above;

(b) a package containing samples of their own work for assessment as provided for in Section 6.1 above;

(c) a registration fee initially set at $100.00 + GST if registered for GST; and

(d) completed individual Braille producer application form, see Section 19 below.

14.3. Each organisation Braille producer applicant must submit their

(a) policy documents;

(b) an application fee negotiated with each organisation that takes into account the organisation's financial and aid-in-kind contribution to BANZAT; and

(c) completed organisation application form.

# 15. Decisions About Applications

15.1. Trustees will consider each application at a meeting of BANZAT. Currently BANZAT meets four times a year.

15.2. The decision to accredit (or decline to accredit) an application will be provided to the applicant within 14 days following the meeting at which the application was considered.

15.3. If the application is declined, reasons for the decline will be stated fully and clearly.

# 16. Accreditation Fees

16.1. Individual accreditation shall be ongoing from the date of issue of the accreditation, subject to the payment to BANZAT of an application fee of not less than $100.00 + GST if registered for GST at the time of the application for accreditation and an annual fee of not less than $50.00 + GST if registered for GST, provided that the accreditation has not been cancelled by BANZAT under the terms of this policy in Section 18 below.

16.2. Organisation accreditation shall be ongoing from the date of issue of the accreditation, subject to the payment to BANZAT of an agreed annual fee negotiated with each organisation that takes into account the organisation's financial and aid-in-kind contribution to BANZAT, provided that the accreditation has not been cancelled by BANZAT under the terms of this policy in Section 18 below.

# 17. Recognition and Marketing of Accreditation

17.1. Notice of the accreditation of each individual or organisation Braille producer shall be placed in a directory on the BANZAT website. Wording of and logo for the website entry will be agreed with the accredited individual or organisation prior to posting.

17.2. BANZAT will market its accreditation process to known purchasers of Braille materials, such as government departments, local authorities, non-government organisations, Braille readers and sighted individuals, referring them to the directory of accredited individuals and organisations on the BANZAT website.

17.3. Accredited individuals and organisations may refer, in their own marketing, to their own BANZAT accreditation.

17.4. In accordance with Section 5 above, each item of Braille must include (in print and Braille) the name and contact details of the Braille producer. A producer may also include a statement about their accreditation.

17.5. Here is a suggestion for wording of a statement about the producer's accreditation. This Braille is produced in Unified English Braille on [insert date] by [insert accredited producer's name], an individual Braille producer accredited by The Braille Authority of New Zealand Aotearoa Trust <http://banzat.org.nz>. If you have any queries or concerns about this Braille document please contact the Braille producer [insert name, phone and email contact details]. Feedback is welcome as it helps the Braille producer to improve the quality of the service.

17.6. Organisations and individuals are encouraged to market BANZAT's accreditation process and the directory of Braille producers especially to purchasers of Braille.

# 18. Cancellation of Accreditation

18.1. BANZAT reserves the right to cancel an individual or organisation Braille producer's accreditation, provided that BANZAT has given the Braille producer every opportunity to put right identified unacceptably poor standards of production or breaches of the Code of Practice or Feedback Process.

18.2. Following three serious breaches of this accreditation policy within one calendar year, BANZAT will advise the Braille producer that cancellation of accreditation is under consideration and shall clearly state the serious breaches of standards that have occurred. BANZAT shall seek explanations of the specified breaches from the Braille producer.

18.3. BANZAT shall give the Braille producer the opportunity to improve their practice and shall agree with the Braille producer a timeframe by which practice must be improved.

18.4. If, following careful investigation including open discussion with the Braille producer concerned:

(a) BANZAT finds that standards have not improved within the agreed timeframe;

(b) BANZAT finds that the Braille producer has materially breached Braille production standards, the Code of Practice and/or the Feedback Process; and

(c) BANZAT is satisfied that the Braille producer is unable or unwilling to improve its production standards to honour its commitment to upholding standards in its signed accreditation application form:

(d) Then, BANZAT shall cancel the accreditation of the Braille producer.

18.5. BANZAT shall advise the Braille producer that its accreditation has been cancelled with clearly stated reasons for the cancellation within 14 days following the meeting at which the cancellation decision was taken.

18.6. In the event that BANZAT cancels accreditation of a Braille producer, BANZAT shall remove the name and details of the Braille producer from its website and may also advise known purchasers of that Braille producer's Braille that its accreditation has been cancelled.

18.7. A Braille producer whose accreditation has been cancelled shall cease referring to its BANZAT accreditation in any and all of its own marketing materials.

18.8. A Braille producer whose accreditation has been cancelled may reapply for accreditation.

18.9. A Braille producer reapplying for accreditation shall submit a new set of sample materials and other documentation updated if necessary as specified in this policy.

# 19. Individual Braille Producer Application Form

Please complete your details below and email the application form to [secretary@banzat.org.nz](secretary%40banzat.org.nz) by 30 June [insert year]. You will receive acknowledgement of receipt of your application form within two working days. If you have not received acknowledgement, please phone 09 520 4242.

### Applicant Details

Date of application:

I, [insert full name] apply to be accredited as an individual Braille producer by The Braille Authority of New Zealand Aotearoa Trust.

Contact details:

Physical address including postcode for delivery of courier packages:

Postal address (if different from above):

Telephone no. (with area code):

Mobile no.:

Email address:

### I confirm that

I hold

Either the Trans-Tasman Certificate of Proficiency in Unified English Braille [insert year of the award],

Or an equivalent qualification as approved by BANZAT [insert name of qualification and year awarded]

which is a prerequisite qualification for obtaining accreditation as an individual Braille producer as provided for in Section 4 of BANZAT Policy 7 Accreditation of Braille Producers Working in Aotearoa New Zealand.

I have:

couriered a package containing samples of my work for assessment as provided for in Section 6.1 of Policy 7 Accreditation to:

The Braille Authority of New Zealand Aotearoa Trust (attention Maria Stevens),

BLENNZ

2 McVilly Road

Manurewa

Auckland 2102

I have paid into the BANZAT bank account an application fee of $100.00 + GST if registered for GST; ASB Bank account number 12-3427-0237836-00.

### I understand that

receipt of my package containing samples of my own work will be acknowledged within two working days of receipt of the package.

BANZAT will provide feedback about my samples of work within four weeks of the date on which the samples were received, in accordance with Section 6.2 in Policy 7 Accreditation.

If my samples of work are assessed as meeting BANZAT standards, BANZAT trustees and I will be advised of this.

Trustees will consider my application at the BANZAT meeting following a satisfactory assessment of my samples of work.

As provided for in Section 15 of Policy 7 Accreditation, the decision to accredit (or decline to accredit) my application will be provided to me within 14 days following the meeting at which my application was considered. If my application is declined, reasons for the decline will be stated fully and clearly.

If I am awarded accreditation by BANZAT as an individual Braille producer, my name and contact details will be placed on the BANZAT website in the directory of accredited individual Braille producers, following discussion with me about wording and a possible logo.

If my application is unsuccessful, my application fee will not be refunded.

### I declare that

The samples of Braille submitted with this application are my own work;

I shall comply with, and adhere to all standards, codes, guidelines and policies, as set out by The Braille Authority of New Zealand Aotearoa Trust as expressed on the BANZAT website and in its publications; and

To retain my accreditation, I shall pay annually in the second and subsequent years of my accreditation a fee of not less than $50.00 + GST if registered for GST upon receipt of an invoice from BANZAT.

### Signature

[Insert electronic signature]

# 20. Organisation Braille Producer Application Form

Please complete your organisation details below and email the application form to [secretary@banzat.org.nz](secretary%40banzat.org.nz) by 30 June [insert year]. You will receive acknowledgement of receipt of your application form within two working days. If you have not received acknowledgement, please phone 09 520 4242.

### Applicant Details

Date of application:

[Insert legal name of organisation] applies to be accredited as an organisation Braille producer by The Braille Authority of New Zealand Aotearoa Trust.

I, [Insert individual name] am authorised to complete this application on behalf of the organisation.

Contact details:

Organisation physical address including postcode for delivery of courier packages:

Postal address (if different from above):

Authorised person telephone no. (including area code):

Mobile no.:

Email address:

### I confirm that my organisation [delete as appropriate]

Employs a minimum of five Braille producers who would be eligible for or who may hold BANZAT accreditation as individual Braille producers.

Has the capacity and capability to produce the full range of print and electronic materials in Braille codes and formats adopted by BANZAT including but not limited to music Braille, tactile graphics, science, technology, engineering and math materials, te reo Māori and foreign languages.

Has extensive experience of a range of Braille embossers.

Can satisfy the document security requirements of organisations such as banks, utilities, Work and Income, providers of personal health information, the New Zealand Qualifications Authority, tertiary institutions and others requesting examination and test papers and other private information to be produced.

Has extensive knowledge of how users read hard copy and electronic Braille.

Engages with Braille readers to improve the quality and quantity of Braille.

I have emailed to secretary@banzat.org.nz the policy documents as agreed. These documents may include a quality assurance and complaints policy and a professional development plan.

As agreed with BANZAT, I have paid into the BANZAT bank account an application fee of [insert amount including GST]; ASB Bank account number 12-3427-0237836-00.

### I understand that

Trustees will consider my organisation's application at the BANZAT meeting following a satisfactory assessment of the policy documents.

As provided for in Section 15 of BANZAT Policy 7 Accreditation of Braille Producers Working in Aotearoa New Zealand, the decision to accredit (or decline to accredit) my application will be provided to me within 14 days following the meeting at which my application was considered. If my application is declined, reasons for the decline will be stated fully and clearly.

If my organisation is awarded accreditation by BANZAT as an organisation Braille producer, my organisation name and contact details will be placed on the BANZAT website in the directory of accredited organisation Braille producers, following discussion with me about position in the directory, wording and a possible logo.

If my application is unsuccessful, my application fee will not be refunded.

### I declare that my organisation

shall comply with, and adhere to all standards, codes and guidelines, as set out by The Braille Authority of New Zealand Aotearoa Trust as expressed on the BANZAT website and in its publications; and

shall supply to BANZAT updates to the policy documents already provided or new policy documents that are relevant to Braille production.

### Signature

[Insert electronic signature]

1. There is now a free online training course in Unified English Braille “UEB Online for Sighted Learners”, see <http://uebonline.org>. For other information about learning Braille see the BANZAT website <http://www.banzat.org.nz/publications/braille-codes-and-formats>. The certificate examination is offered annually and dates are advertised by both BANZAT and the Royal New Zealand Foundation of the Blind. [↑](#endnote-ref-1)
2. The Rules of Unified English Braille are found at <http://www.iceb.org/ueb.html> [↑](#endnote-ref-2)
3. For print and Braille files of “Essentials of Braille formatting” see <http://www.banzat.org.nz/publications/braille-codes-and-formats>. [↑](#endnote-ref-3)
4. With reference to the standards of dot height and spacing, if the embosser is correctly set up and the right paper is chosen, there shouldn't be a problem. For standards see <www.brailleauthority.org/sizespacingofbraille/sizespacingofbraille.pdf>. Inappropriate packaging of documents can cause Braille dots to flatten in transit from the producer to the end user, even if the embosser is correctly set. [↑](#endnote-ref-4)