

# Qualification Specification

## Level 3 Certificate in Lipspeaking

601/4057/4

Sept 2016 – Aug 2017

# QUALIFICATION SPECIFICATION

## Signature Level 3 Certificate in Lipspeaking (RQF)

(RQF Accreditation Number: 601/4057/4)

(Signature Qualification Reference: LS3)

### Qualification Aim

The aim of the Signature Level 3 Certificate in Lipspeaking is to provide those who wish to work as Lipspeakers with the underpinning knowledge, understanding and skills in order to effectively fulfil their role. This qualification is intended to support the professionalism of the lipspeaking workforce and enable a wider recognition of the valuable role it plays.

### Qualification Objectives

At the end of the qualification candidates will be able to:

- demonstrate through assessment the skills required to be a competent lipspeaker
- demonstrate good practice in their area of professional activity
- be fully aware of the role of the lipspeaker and the principles of professional practice
- evaluate and reflect on performance
- be aware of own capabilities/limitations and develop skills where appropriate
- promote personal and professional development.

### Target Group

Signature Level 3 Certificate in Lipspeaking is appropriate for people who wish to work in the area of lipspeaking and those who wish to lipspeak as part of their role. It may also be of value to Speech to Text Reporters (STTRs) and Electronic Notetakers and BSL Interpreters and other Communication professionals working in the field.

This qualification is listed as appropriate for learners 19+.

## Essential Requirements

Potential candidates should have or be developing their skills in English, mathematics and ICT at Level 2 and should have undergone an initial assessment of these skills prior to commencement on the course. In addition candidates will be assessed at interview for their suitability to perform the technical skills required for lipspeaking so that their message is potentially clearly lipreadable. Candidates should also have good unaided hearing to perform accurate lipspeaking.

## Desirable Requirements

It is recommended that candidates have the Signature Level 1 Award in Deaf Awareness and Communication, or equivalent.

## Standards

The qualification is underpinned by the National Occupational Standards in Lipspeaking (CfA, 2012), which define competent performance in lipspeaking. Application of these standards has been applied to the units within the qualification.

## Qualification Structure

To be awarded a Level 3 Certificate in Lipspeaking candidates must achieve four mandatory units in order to be awarded the full qualification.

### **LS301 Prepare for Lipspeaking Assignments**

### **LS302 Deliver Lipspeaking Services**

### **LS303 Develop your performance as a Lipspeaker**

### **LS304 Co-Work with other Lipspeakers**

A holistic approach should be taken by centres for the units, in that units may run concurrently and the teaching may cover the learning requirements of several units.

## Delivery and Contact Hours

### Guided learning hours (GLH)

The Certificate has a credit value of 20 and 200 hours of learning in total. The recommended guided learning hours are 100 in total as shown in the table below. This must be the time the candidate is timetabled for face- to -face contact to include:

- classroom based teaching
- individual or group tutorials
- tutor/assessor feedback on observed practice.

Level 3 Certificate in Lipspeaking consists of four units.

Unit type	Signature unit code	RQF unit number	Unit title	Guided Learning Hours (GLH)	Additional study/ practice time	Total learning time/ credits
Mandatory	LS301	Y/506/5701	Prepare for Lipspeaking Assignments	20 hours	20 hours	40 hours 4 credits at Level 3
Mandatory	LS302	D/506/5702	Deliver Lipspeaking Services	50 hours	30 hours	80 hours 8 credits at Level 3
Mandatory	LS303	T/506/5706	Develop your performance as a Lipspeaker	20 hours	30 hours	50 hours 5 credits at Level 3
Mandatory	LS304	J/506/5712	Co-work with other Lipspeakers	10 hours	20 hours	30 hours 3 credit at Level 3
Total				100 hours	100 hours	20 credits at Level 3

## Assessment

Signature Level 3 Certificate in Lipspeaking, uses the National Occupational Standards (NOS) in Lipspeaking (CfA, 2012), which define competent performance in lipspeaking.

**NB The knowledge and understanding element of the NOS are not formally assessed. Assessment is through the assessment criteria. They provide background information to help support the achievement of the assessment criteria detailed in each unit.**

The standards can be used to:

- describe good practice in particular areas of professional activity
- inform job descriptions and person specifications
- design training courses and continuous professional development
- assess the skills of those who are qualified, e.g. for recruitment or appraisal purposes
- offer a framework for quality assurance.

Signature Level 3 Certificate in Lipspeaking is assessed by a range of methods which are detailed in each unit.

Guidance on how to record and present evidence of assessment is available in the resource pack and in the unit specifications.

## Observation and Assessment of Practice

All those observing and assessing practice should have:

- appropriate qualifications and experience to do so ( in the case of lipspeakers a recognised Level 3 lipspeaking qualification)
- access to appropriate guidance and support
- on-going participation in related CPD
- peer support.

**N.B The above list would include selected and experienced lipreaders.**

## Planning for Programme Delivery

Centres wishing to offer the Level 3 Certificate in lipspeaking will need to consider:

- the anticipated market
- support and guidance to meet individual learning needs
- the mode and delivery of the programme; structure, content and assessment methods
- overall resource requirements for planning and delivery
- procedures for ensuring review and revision in accordance with contemporary issues.

## Centre Resources

Centres wishing to offer this Certificate should ensure there are sufficient resources and expertise to support delivery of the programme. It is expected that taught sessions will be delivered in an identified base room with additional rooms and facilities as required and a range of appropriate audio visual aids likely to be required for the sessions. It is also expected that candidates should have access to resources that are commensurate with the Level 3 nature of the Certificate. Centre resources will be checked as part of the centre recognition process and centres may be visited by Signature at any time.

## Centre Staffing

Centres will need to identify a suitable qualified Programme Manager and delivery team. The members of the delivery team who teach and assess will need to have the following qualifications and experience:

- A recognised Level 3 Lipspeaking Qualification.
- Signature Level 1 Award in Deaf Awareness and Communication (desirable).
- Substantial teaching experience supported by evidence.
- Substantial lipspeaking experience supported by evidence.
- Fully conversant with contemporary issues in lipspeaking.
- At least two Skilled Lipreaders as part of the team.
- Knowledge/ experience of assessing.
- Access to qualified lipreading tutors for designated sessions.

## Support Provided to Candidates for their Learning

- **Pre course information**

As part of the interview process, candidates should be given information about the course content, advice on the assessment methods, ongoing support, information on tutorials and the range of teaching materials that will be available to support learning.

- **Individual Learning Plan (ILP)**

All candidates should have an ILP which will be used throughout the course and updated through tutorials.

## Progression Routes

A range of other Signature qualifications are also available for candidates to achieve.

## RQF Level 3 Descriptor Extract

### Summary

Achievement at Level 3 reflects the ability to identify and use relevant understanding, methods and skills to complete tasks and address problems that, while well defined, have a measure of complexity. It includes taking responsibility for initiating and completing tasks and procedures as well as exercising autonomy and judgement within limited parameters. It also reflects awareness of different perspectives or approaches within an area of study or work.

### Knowledge and Understanding

Use factual, procedural and theoretical understanding to complete tasks and address problems that, while well defined, may be complex and non-routine. Interpret and evaluate relevant information and ideas. Be aware of the nature of the area of study or work. Have awareness of different perspectives or approaches within the area of study of work.

### Application and Action

Address problems that, while well defined, may be complex and non-routine. Identify, select and use appropriate skills, methods and procedures. Use appropriate investigation to inform actions. Review how effective methods and chosen actions have been.

## **Autonomy and Accountability**

Take responsibility for initiating and completing tasks and procedures, including, where relevant, responsibility of supervising or guiding others. Exercise autonomy and judgement within limited parameters.



# UNIT SPECIFICATION

## Unit LS301 Prepare for Lipspeaking Assignments (Mandatory)

(RQF Accreditation Number Y/506/5701)

### Unit Aims

This unit is for those who wish to work as a professional lipspeaker with deaf, deafened and/or deafblind people.

### Unit Summary

This unit describes how to prepare for professional lipspeaking assignments and involves establishing the nature of the assignment, the appropriate skills required and the range of information sources to prepare for assignments. It also describes the role of the professional lipspeaker and principles of professional practice and ethics.

### Assessment

Assessment is through a written paper.

This unit links with:

LS302- Deliver lipspeaking services

LS303- Develop your performance as a lipspeaker

LS304- Co-work with other lipspeakers

Guided Learning Hours	Additional study/practice time	Total learning time	Credit value at Level 3
20	20	40	4 Credits at Level 3

<b>Learning outcomes</b> <b>On completion of this unit the learner will:</b>	<b>Assessment Criteria</b> <b>On completion of this unit the learner will:</b>
<p>1 Know how to prepare for professional lipspeaking assignments</p>	<p>1.1 Identify the domain, context, setting and purpose of the assignment</p> <p>1.2 Explain the relevance of a briefing session and the sight of documents to be used in advance of assignment</p> <p>1.3 Explain how to plan appropriately to manage :</p> <ul style="list-style-type: none"> <li>a) the type and difficulty of the assignment</li> <li>b) domain specific requirements</li> <li>c) any specific requirements, including the need for equipment and the position of the lipspeaker</li> <li>d) the likely requirements and expectations of the service user(s) and any other parties</li> </ul> <p>1.4 Explain how to agree contract details, including location , timescales, insurance and payment, terms and conditions, invoicing, professional registration and personal indemnity</p>
<p>2 Understand professional issues relating to preparing and carrying out lipspeaking</p>	<p>2.1 Discuss how to identify and decline any assignment which is beyond own competence</p> <p>2.2 Explain the principles of professional practice to the client if unethical demands are made</p>

## Level 3 Certificate in Lipspeaking

Unit LS301

# ASSESSMENT SPECIFICATION

**Please read this specification and Signature Assessment on our website**

Candidates will be expected to produce 2 written accounts of how to prepare for a lipspeaking assignment and the factors for consideration. This should include the preparation the lipspeaker will undertake and explain why each element of preparation for a lipspeaking task is important.

The work will cover all of the assessment criteria and should include evidence of logical considerations, practical and administrative issues, contractual arrangements, preparatory documentation, ethical considerations and working with other professionals.

The unit will be completed when the candidates have completed 2 written accounts.

They will be internally assessed and externally moderated by Signature.

The pass mark is 75% for each assignment.

### Guidelines

- The candidate will be expected to produce 2 written accounts of how to prepare for a lipspeaking assignment and the factors for consideration (between 750-1000 words) and must cover all the assessment criteria in this unit.
- The centre will provide the scenarios.
- The papers will be internally assessed using Signature CAR forms.
- All papers will be taken by Signature for external moderation.

**For further details please refer to the Teacher Notes which accompanies this unit.**

## Unit LS301 Prepare for Lipspeaking Assignments

Knowledge and understanding is not assessed separately, but through achievement of the assessment criteria.

### Knowledge and Understanding

- K1** The process of lipspeaking.
- K2** Techniques to anticipate the type and degree of difficulty of the assignment and the needs of the client, service user(s) and any other parties.
- K3** Clear and inclusive communication skills.
- K4** The role of the lipspeaker and the principles of professional practice.
- K5** Contract negotiation and agreement of terms.
- K6** How to research and verify general and domain – or context specific – specific terminology.
- K7** Sources of information to assist with assignments.

# UNIT SPECIFICATION

## Unit LS302 Deliver Lipspeaking Services

(RQF accreditation Number: D/506/5702)

### Unit Aims

This unit is for those who wish to work as a professional lipspeaker with deaf, deafened and/or deafblind people.

### Unit Summary

This unit describes what a lipspeaker needs to know and be able to do to deliver assignments in a range of domains and contexts. It defines the role of the lipspeaker to service users and clients and requires a demonstration of deaf awareness in all assignments as well as the individual and personal requirements of an assignment to ensure the correct conditions for lipspeaking and lipreading.

### Assessment

Live observation, recording.

This unit links with:

LS301- Prepare for Lipspeaking Assignments

LS303- Develop your Performance as a Lipspeaker

LS304- Co-work with other Lipspeakers

Guided Learning Hours	Additional study/practice time	Total learning time	Credit value at Level 3
50	30	80	8 Credits at Level 3

<b>Learning Outcomes</b> <b>By the end of this unit the learner will:</b>	<b>Assessment Criteria</b> <b>By the end of this unit the learner will:</b>
<p>1 .Be able to apply the principles of lipspeaking</p> <p>2. Carry out lipspeaking assignments to a professional standard</p>	<p>1.1 Explain the role of the lipspeaker to all parties</p> <p>1.2 Identify requirements and preferences of all parties</p> <p>1.3 Recognise when the speed, style of delivery or complexity of the speakers utterance may lead to difficulty in lipreading and/or understanding</p> <p>1.4 Ensure the appropriate environmental conditions for all parties</p> <p>2.1 Attract the attention of the deaf person in an appropriate manner</p> <p>2.2 Reproduce the speakers message in a clearly lipreadable form for the service user so as to retain the original content:</p> <ul style="list-style-type: none"> <li>a) Produce clearly the shape of the words with the flow, rhythm and phrasing of natural speech</li> <li>b) The stress patterns of the speaker</li> <li>c) Natural facial expression</li> <li>d) Natural gesture</li> </ul> <p>2.3 Identify when to pare down or ask the speaker to slow down</p> <p>2.4 Identify when a word or phrase may be unlipreadable and select correct support strategy to overcome this</p> <p>2.5 Use speaker indication or role shift as required where there is more than one speaker</p> <p>2.6 Devoice or use voice according to the service users individual requirements</p> <p>2.7 Sustain accurate delivery for substantial periods</p> <p>2.8 Use conduct consistent with the principles of</p>

<b>Learning Outcomes</b> <b>By the end of this unit the learner will:</b>	<b>Assessment Criteria</b> <b>By the end of this unit the learner will:</b>
3. Be able to recognise situations which may lead to difficulty in carrying out the assignment	professional practice and the relevant professional or registration body's code of conduct  3.1 Seek clarification from the speaker if necessary and take action if communication breaks down
4. Use technology appropriately when delivering lipspeaking services	4.1 Use technology effectively and safely when required

## Level 3 Certificate in Lipspeaking

Unit LS302

# ASSESSMENT SPECIFICATION

**Please read this specification and Signature Assessment Regulations on our website**

To complete this unit the candidate will demonstrate their lipspeaking skills to a deaf or hearing person. This will be video recorded as evidence of their ability to lipspeak appropriately to a deaf person.

The candidate will lipspeak for 20 minutes to an audio CD passage sent by Signature to the centre, it will be video recorded and sent to a Signature external assessor for marking.

The candidate will also send with the recorded evidence for this unit, a CAR form which shows they have had a minimum of 20 hours practice of lipspeaking, prior to the assessment. This must be confirmed by the teacher-assessor signing the document. The 20 hours practice must include confirmation of a minimum of 2 “mock” assignments.

### Guidelines

- The presentation will be given at a speed of up to 150 words per minute, for a period of up to 20 minutes. The presentation will involve more than one speaker.
- The candidate will be given a summary which will include the title of the presentation, summary of content and names of speakers.
- The candidate will be allowed 10 minutes to read the summary.
- The candidate will relay to a deaf or hearing person.
- The recording will have “Errors” in it to ensure the candidate can detect and react to mistakes and that the criteria can be met.
- Any areas that are unable to be assessed within the assessment can be discussed in a short conversation after the skills assessment.

**For further details please refer to the Teacher Notes which accompanies this unit.**



## Unit LS302 Deliver Lipspeaking Services

Knowledge and understanding is not assessed separately, but through achievement of the assessment criteria.

### Knowledge and Understanding

- K1** The role of the Lipspeaker.
- K2** How to actively listen and understand the message being delivered.
- K3** The roles and requirements of other communication professionals.
- K4** The types and causes of deafness and deafblindness and their implications for the lipreader.
- K5** How deaf people lipread and the skills that are needed by a deaf person to use a lipspeaker.
- K6** How to attract the attention of a deaf person in an appropriate manner.
- K7** The techniques used in lipspeaking.
- K8** The processes involved in carrying out a lipspeaking task.
- K9** Physical techniques to allow sustained lipspeaking performance.
- K10** The working language, including its structure and grammar.
- K11** Different types of register and what to do when the service user does not understand the content of the message.
- K12** Lipreading theory and practice.

- K13** The limitations of lipreading and the implications for the service user and the lipspeaker.
- K14** Principles of professional practice, including dealing with ethical dilemmas, regulatory requirements, codes of practice, ethics and legislative frameworks.
- K15** The different domains, contexts and settings in which you lipspeak and how to work with professionals in these domains.
- K16** Clear and inclusive communication skills.
- K17** The practical and psychological effects of hearing loss.
- K18** How to work with relevant technology.

# UNIT SPECIFICATION

## Unit LS303 Develop your Performance as a Lipspeaker

(RQF Accreditation Number: T/506/5706)

### Unit Aims

This unit is for those who wish to work as a professional lipspeaker with deaf, deafened and/or deafblind people.

### Unit Summary

This unit describes how to evaluate and improve performance as a lipspeaker and how to set goals for personal improvement and further learning.

### Assessment

Assessment is through the production of a Personal Development Plan and reflective journal.

This unit links with:

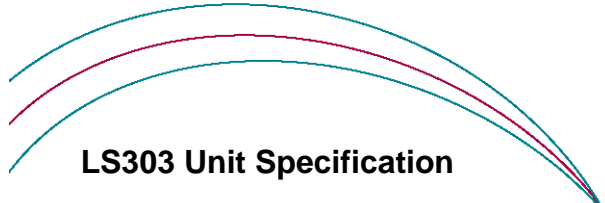
LS301- Prepare for lipspeaking assignments

LS302- Deliver lipspeaking services

LS304- Co-work with other lipspeakers

Guided Learning Hours	Additional study/practice time	Total learning time	Credit value at Level 3
20	30	50	5 Credits at Level 3

<b>Learning Outcomes</b> <b>By the end of this unit the learner will:</b>	<b>Assessment Criteria</b> <b>By the end of this unit the learner will:</b>
1. Evaluate performance as a lipspeaker	1.1 Reflect on own work and feedback from others to provide an analysis of strengths and weakness  1.2 Produce a personal development plan  1.3 Use evaluation of own performance to plan improvements  1.4 Analyse feedback from other professionals to update development plan
2 Plan personal continuing professional development	2.1 Undertake and record professional development, identifying areas for further learning and development  2.2 Regularly monitor and evaluate own professional development against the criteria set  2.3 Update and revise plan in the light of progress made  2.4 Identify and take relevant opportunities to develop own lipspeaking skills  2.5 Seek appropriate advice, if progress and development do not meet expectations  2.6 Maintain knowledge of code of conduct, regulatory requirements and relevant legislation



## Level 3 Certificate in Lipspeaking

Unit LS303

# ASSESSMENT SPECIFICATION

**Please read this specification and Signature Assessment Regulations on our website.**

Assessment for this unit will take the form of a reflective journal with an accompanying portfolio of evidence. The journal and portfolio will be internally assessed.

Assessment may take place over a period of time in order to provide short and long-term targets. Assessment should be a formative process, providing opportunities to improve and enhance performance and also to reinforce it and allow new understanding to develop over a period of time.

Evidence of outcomes may be in the form of presentations, documentation, work-placement reports, diaries, witness and observation statements, personal statements and, ultimately, the Reflective Journal.

All assessment criteria must be met to achieve completion of this unit.

### Guidelines

- The journal and portfolio will contain evidence covering all of the assessment criteria.
- Learners will complete a personal reflective journal and PDP plan recording a minimum of 30 hours.
- Evidence of outcomes may be in the form of documentation, diaries, witness statements, classroom practice, peer feedback, personal statements and ultimately the reflective journal
- All journals will be requested for external moderation by qualified Signature staff.
- Assessment may take place over a period of time in order to provide short and long term targets. Assessment should be a formative process, providing opportunities to improve and enhance performance and also to reinforce it and allow new understanding to develop over a period of time.

**For further details please refer to the Teacher Notes which accompanies this unit.**

## Unit LS303 Develop your Performance as a Lipspeaker

Knowledge and understanding is not assessed separately, but through achievement of the assessment criteria

### Knowledge and understanding

- K1** Methods to obtain feedback from clients, service users and any other parties.
- K2** Methods to review and assess your preparation for assignments.
- K3** Methods to review your lipspeaking performance.
- K4** Methods to review your management of lipspeaking assignments.
- K5** Strategies' to improve your performance and knowledge.
- K6** How to access information on codes of conduct and regulatory requirements.
- K7** How to access information on new developments in lipspeaking or the domains in which you work.
- K8** How to access continuous professional development available from professional or registration bodies and other sources.

# UNIT SPECIFICATION

## Unit LS304 Co-Work with other Lipspeakers

(RQF Accreditation Number: J/506/5712)

### Unit Aims

This unit is for those who wish to work as a professional lipspeaker with deaf, deafened and/or deafblind people.

### Unit Summary

This unit describes how to co-work with other lipspeakers, demonstrating the ability to prepare for and offer support during assignments. It also emphasises the importance of having a team approach to working and being able to evaluate the working relationship with colleagues.

### Assessment

Assessment will be through a written essay of a co-worked assignment.

The unit is in two parts:

#### **Prepare for Co-Working**

#### **Deliver Lipspeaking Services as part of a team of Lipspeakers**

This unit links with:

LS301- Prepare for Lipspeaking Assignments

LS302- Deliver Lipspeaking Services

LS303- Develop your Performance as a Lipspeaker

<b>Guided Learning Hours</b>	<b>Additional study/practice time</b>	<b>Total learning time</b>	<b>Credit value at Level 3</b>
10	20	30	3 Credits at Level 3

<b>Learning Outcomes</b> <b>By the end of this learners will:</b>	<b>Assessment Criteria</b> <b>By the end of this unit learners will:</b>
<p>1. Know how to prepare for lipspeaking assignments as part of a team of lipspeakers</p>	<p>1.1 Explain stages in the negotiation process</p> <ol style="list-style-type: none"> <li>a) how you and colleagues will carry out the necessary preparation and research</li> <li>b) the order in which you will work during the assignment</li> <li>c) the seating arrangements to ensure requirements of the service user are met</li> <li>d) The approaches to check that work is allocated in the most effective way, making the most of skills within the team</li> </ol> <p>1.2 Explain and clarify own role and that of colleagues to all participants</p> <p>1.3 Identify possible methods of support and intervention for the duration of the assignment</p> <p>1.4 Identify possible alternative ways of working should the demands of the assignment change unexpectedly</p>
<p>2. Know how to deliver lipspeaking services as part of a team of lipspeakers</p>	<p>2.1 Explain how to organise activities effectively</p> <p>2.2 Outline how to be an effective member of the team of lipspeakers</p> <p>2.3 Explain how to make efficient use of resources</p> <p>2.4 Describe what action may be taken to inform colleagues should there be difficulties in meeting responsibilities</p> <p>2.5 Describe what support may be offered within the lipspeaking team (given and received)</p> <p>2.6 Discuss how behaviour throughout assignments is consistent with the code of conduct</p>



# ASSESSMENT SPECIFICATION

**Please read this specification and Signature Assessment Regulations on our website.**

Candidates will be asked to write an essay of a co worked assignment. The case study is in two parts. In the first part the candidate will be expected to produce a written account of the factors for consideration when planning a co worked assignment. This should include the preparation and negotiation the lipspeaker will undertake with colleagues and explain why each element of preparation for a lipspeaking task is important.

The second part will demonstrate how the lipspeaking assignment will be carried out with a co worker and the factors to be considered.

For the second part Signature will require evidence of 6 hours of practice, co working with lipseakers.

These can be a real or simulated situations and must be verified by the tutor.

The pass mark is 75%.

## Guidelines

- The candidate will be expected to produce a written account of between 750 -1000 words and must cover all the assessment criteria in this unit.
- The papers will be internally assessed.
- All papers will be taken by Signature for external moderation.

**For further details please refer to the Teacher Notes which accompanies this unit.**

## Unit LS304 Co-Work with other Lipspeakers

Knowledge and understanding is not assessed separately, but through achievement of the assessment criteria.

### Knowledge and understanding Learning Outcome 1

#### Plan for Co-Working

- K1** How to communicate constructively within a team.
- K2** How to make constructive suggestions to improve the effectiveness of the team.
- K3** Techniques and accepted conventions of working as part of a team of lipspeakers.
- K4** Various methods of support and intervention.
- K5** The principles of professional practice.

### Learning outcome 2

#### Deliver lipspeaking services as part of a team of lipspeakers

- K6** How to communicate constructively within a team.
- K7** How to make constructive suggestions to improve the effectiveness of the team.
- K8** Techniques and accepted conventions of working as part of a team of lipspeakers.
- K9** Various methods of support and intervention.
- K10** The principles of professional practice for lipspeakers.



## **Signature**

Mersey House  
Mandale Business Park  
Belmont  
Durham DH1 1TH

Telephone: 0191 383 1155

Textphone: 0191 383 7915

Fax: 0191 383 7914

Email: [customersupport@signature.org.uk](mailto:customersupport@signature.org.uk)

Website: [www.signature.org.uk](http://www.signature.org.uk)

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