

Learning Agreement

This qualification aims to promote underpinning knowledge, understanding of interpreting theories and a diverse range of skills required for those who are working and/or training as interpreters so that you are able to function with the high level standards expected.

This Diploma is a taught qualification rather than a NVQ and requires you to achieve a set number of assessments/examinations and assignments in order to qualify and uses the National Occupational Standards in Interpreting (CILT, 2006), which define competent performance in interpreting.

The SkillsCfA, the UK standards setting organisation for languages, requires that you achieve language competencies in the languages which are intended to be used in their interpreting role(s) before embarking on this programme. These competencies include your national sign language at Level 6, plus any other accepted recognised language, whether spoken or signed but you must use the same two languages to complete each unit in order to achieve this qualification.

INTA1: Principles & Theories Supporting the Practice of Interpreting

The aim of this unit is to enable you to understand the principles and theories that support sign language interpreting.

INTA2: Interpret Using Technology

The aim of this unit is to enable you to demonstrate competence in most aspects of day-to-day work involving telephonic interpreting (TI).

INTA3: Work with Other Interpreters

The aim of this unit is for you to demonstrate your ability to work with other interpreters, working as part of a team with other interpreters, supporting other interpreters and evaluating effectiveness of team work.

INTA4: Interpreting Linguistics Practice & Theory

The aim of this unit is for you to demonstrate understanding of linguistics practice and theory as used in interpreting, and to demonstrate how cultural influences affect interpreting practice.

INTA5: Prepare for Interpreting Assignments

The aim of this unit is for you to demonstrate your ability to prepare for interpreting assignments.

INTA6: Perform Assignments as an Interpreter

You will demonstrate your ability to carry out interpreting assignments to a professional standard. Assignment performances for this unit should be observed by a qualified person accepted by ISBL, and shall include both one-way and two-way assignments.

INTA7: Develop one's Performance as a Professional Interpreter

The aim of this unit is for you to review and evaluate your performance as an interpreter, identify your strengths and weaknesses and formulate a plan for your professional development.

INTA8: Interpret Using DeafBlind Communication (Optional)

The aim of this unit is to enable you to demonstrate awareness and competence in most aspects of interpreting assignments involving Deafblind Communication (DBC).

INTA12: Translate Written English into Sign Language (Optional)

The aim of this unit is for you to produce at sight translations of written documents into signed language, and put into practice the process of providing a sight translation from written text taking into consideration the clients' and users' needs.

INTA13: Produce Written Language from a Signed Passage (Optional)

In this unit, you are required to translate signed passages in BSL into formal correspondence or brief reports.

INTA14: Interpret between two signed languages (Optional)

You will demonstrate your ability to carry out interpreting assignments to a professional standard. Assignment performances for this unit should be observed by a qualified person accepted by ISBL, and shall include both one-way and two-way assignments.

INTA15: Interpret within the same Signed Language (Optional)

You will demonstrate your ability to carry out interpreting assignments within the same language to a professional standard. Assignment performances for this unit should be observed by a qualified person accepted by ISBL, and shall include both one-way and two-way assignments.

Self Directed Learning Hours

During the course the tutor will occasionally ask you to undertake some work at home between classes. To get the most out of your course it is recommended that time is set aside to undertake these home study tasks as they will feed into the following weeks teaching.

In addition, it is recommended that you take every opportunity to practice signing outside of the classroom. The best way to develop BSL skills is to engage with deaf sign language users, however there are many other ways to practice. More information and opportunities to practice your sign language can be found on the Deafness Support Network website under Deaf Community where there is information about the Deaf clubs you can attend or you can check out Deafness Support Networks events. If you can take time outside of class to build on what has been taught, you will inevitably get a lot more from the course and find that your language skills develop quicker than those that don't.

iBSL Level 6 Diploma in Sign Language Interpreting



Course Fees

Course fees start from £5200 payable on enrolment. There are no hidden costs, this payment includes all tuition fees, written material, assessment fees. Where required, we are able to offer an easy payment option: a £100 deposit is payable at enrolment and a standing order form must be completed and signed to arrange regular monthly payments for the outstanding sum.

Please note that in order for this course to go ahead we require a minimum of four candidates. In the unlikely event that it is not possible to run this course, students will be offered alternative dates and times or a full refund will be given.

Assessment Results

Once the BSL level 6 course has finished iBSL processes assessment results within 8 weeks and notifies Deafness Support Network of the result, these are then sent out in the post.

Progression

On successful completion of the Institute of Sign Language of Level 6 Diploma in Sign Language Interpreting Studies, you can apply to become NRCPD Registered Sign Language Interpreters. For further information about registration requirements please visit the NRCPD website (www.nrcpd.org.uk).

Terms & Conditions

Please read this information carefully and retain for future reference.

Reimbursements

We reserve the right to alter or cancel courses if the minimum number of students have not enrolled. If such alterations or cancellations are necessary students will receive a minimum of five business day's notice prior to the start date of the course. At this time students will be offered an alternative course wherever possible. If no suitable alternative is available course fees will be refunded in full within 28 days of any announcement being made.

Once the course has started, if we have to cancel a class due to tutor illness, we will contact you by text message with as much notice as possible and make up the class you have missed at a convenient time for the group.

Cancellations & Refunds

Once application forms and payment have been received a place will be reserved on the relevant course. Cancellation of a reserved place should be made in writing, by post or email to the Training Services as detailed below. All cancellations are subject to an administration fee of £15 per place booked.

Cancellations made between 10 and 6 working days prior to the course start date will be entitled to a 50% refund of the course fee minus the administration charge. Any cancellation made after this time is usually non refundable. In exceptional circumstances a refund may be given, this will be at Deafness Support Network's discretion and considered on a case by case basis.

Non Attendance

If a student does not take up their place course costs are non-refundable.

Payments

Places will only be allocated once all application paperwork has been received and payments processed. Under the easy payment option, if a standing order is returned unpaid, learners will be unable to continue with the course. If a standing order should fail the office will make contact to inform the learner of the situation and make alternative arrangements for payment. Payment of outstanding monies must be received before the learner can be accepted back onto the course.

Assessment

If the student fails to attend an assessment for any reason, refunds are not available. Due to the examining bodies regulations it is not possible to reschedule missed assessments. A new assessment date will be offered, for which additional costs will be incurred to cover fees payable to the examining body.

Student Details

Deafness Support Network will keep students details on a database for the purpose of administration. These details may be used to send publicity, by post or email, regarding other Deafness Support Network courses, workshops or events. Certain personal information must be

iBSL Level 6 Diploma in Sign Language Interpreting



passed to iBSL when applying for assessments. Personal details will not be passed to any other parties for any reason.

Liability

Our company, Staff, or representatives are not liable for any loss, damage or injury to people or property or as a result of consequential losses.

Complaints

Deafness Support Network will do everything we can to ensure that our courses run satisfactorily. If you do wish to make a comment, compliment or complaint, please speak to your tutor in the first instance. If this does not resolve the matter, please follow the Complaints Policy below or ask for a copy of policy available at head office.

Responsibility	Task	Requirements/Standards
Candidate	Discuss assessment outcome in first instance with your tutor	
Tutor – Hannah Wilson	Review outcome of assessment, consulting as necessary with colleagues	Respond within 14 days
Candidate	If not satisfied, discuss the assessment outcome with Lisa Birtles	
Lisa Birtles	Investigate, consulting as necessary with colleagues	Respond within 14 days on Assessment Appeal form
Candidate	If not satisfied write formally to Michelle Simpson	
Michelle Simpson	Respond to candidate within 5 working days	
Candidate	Candidates who are dissatisfied with this process may, if they wish contact the awarding body	

Deafness Support Network

144 London Road

Northwich

Cheshire

CW9 5HH

Tel: 01606 47951

Email:

lmorley@dsnonline.co.uk (Lisa Birtles – Training Services)

msimpson@dsnonline.co.uk (Michelle Simpson – Executive)

hans_handz_interpreting@hotmail.com (Hannah Wilson – Teacher/Assessor)

iBSL Level 6 Diploma in Sign Language Interpreting



Application Form

Course Details

Course			
Location		Start Date	

Your details

Title		Gender	
Full Name			
Address			
Town		Postcode	
Tel No		Mobile No	
Email			
Date of Birth			

Payment Details

A deposit of £100 is required. Please note that we are unable to reserve a place until payment or invoice details have been received. If you would like to pay monthly please set this up through your bank. Please indicate your payment method:

- Online payment (please put L6 Diploma and your surname as the reference)
Cheshire Deaf Society, NatWest Bank Sort Code: 60-40-08 account number 79807909
- Cash (we recommend that cash is hand delivered to the office and not sent by post)
- Cheque (made payable to Deafness Support Network)
- Invoice (please Complete invoice details below)

Authorised By	Name
	Signed
Purchase Order	
Company Name	
Address	
Postcode	

Medical requirements and ethnicity – Private and Confidential

Please complete the following questions in the interests of your health and safety during the course. If you feel uncomfortable completing any part of this questionnaire you may inform us about a medical condition or disability verbally and in confidence through the course tutor.

Emergency Contacts Details

Name	
Relationship	
Number	

Doctor's Details

Surgery Name	
Address	
Tel No	

Do you have any of the following medical conditions or disabilities? Please tick all the relevant boxes (if necessary please give details).

Allergies	
Asthma/Chest problems	
Back, joint or bone conditions	
Diabetes	
Dyspraxia	
Epilepsy or other fits	
Hard of hearing, deafened, deaf	
Mental Ill Health	
Visual Impairment	
Other (please give details)	

Do you consider yourself to have any learning difficulties?

Dyscalculia	
Dyslexia	
Moderate Learning Difficulty	
Multiple Learning Difficulty	
Severe Learning Difficulty	
Other Learning Difficulty	

Please state your ethnicity:

Bangladeshi		Pakistani	
Black - African Heritage		White - European	
Black - Caribbean Heritage		White - UK Heritage	
Black - other		White - other	
Chinese		Other known	
Indian		Prefer not to say	

Learning Agreement Declaration

I agree that I will:

- Attend regularly and participate in lesson activities
- Let the tutor know if I am unable to attend a session or complete the course
- Treat all those in the group with respect and not show any prejudice towards others regarding, race, age, gender, sexual orientation, religion, or disability
- Respect the confidentiality of any information about, or from, other learners
- Take care of any equipment and resources provided
- Follow any Health and Safety regulations & report any concerns to the tutor
- Let the tutor know if I require extra support to achieve my personal goals
- Share ideas and views on how the provision can be improved
- Follow and respect the culture of Sign Language
- In the classroom I will only use BSL to ensure that I optimise my learning and to respect members of the group with a hearing loss.

Learners are entitled to:

- Learning which takes place in safe and accessible premises
- Learning with resources that are appropriate, in an environment conducive to learning
- Accurate and impartial advice and referral appropriate learning support
- Receive appropriate additional support
- A high standard of teaching from staff that understand the individual needs of adult learners
- Be treated fairly, with respect and equality, by staff and other learners
- A response to any suggestions, comments or complaints

Please sign and date below:

- To confirm that all course information has been received
- To confirm you will abide by the Learning Agreement Declaration
- To confirm that all the information given on this form is correct to the best of your knowledge and to give permission for the information provided to be processed by Deafness Support Network and any relevant partner organisations.

Name (please print)		On behalf of DSN	
Sign		Sign	
Date		Date	

A counter-signed copy of this agreement will be returned to you, for your reference, during the course.