



'Promoting Quality in British Sign Language'

Qualification Specification

Level 4 Award in Bilingual Skills (BSL/English)

QAN: 601/0419/3

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'Promoting Quality in British Sign Language'

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Qualification Specification

IBSL Level 4 Award in Bilingual Skills (BSL/English)

Accreditation Number: 601/0419/3

IBSL Qualification Reference: IBSLBILS

Qualification Aim

This qualification aims to develop learners' skills for working with D/deaf people as a communication support assistant in businesses where D/deaf people are employed, usually in education or in charitable services or the D/deaf person's own private business. In such working environments, the learner has to relay information in short meetings or through the telephone, or translate documents and help to produce written documents. This qualification will demonstrate to prospective (or current) employers the learner's competence in carrying out tasks demanded in this work environment.

This qualification has been developed in accordance with the National Language Standards at Level 4 (2010).

Qualification Structure

The qualification is divided into four units as follows:

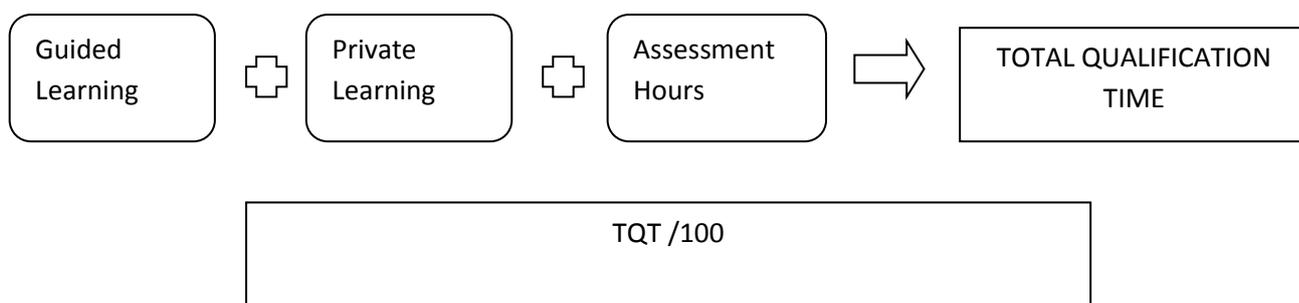
IBSLBILS1: Relay Information from Spoken English into British Sign Language, and vice versa, in a live situation: Unit Number: R/505/2879

IBSLBILS2: Relay Information from Spoken English into British Sign Language, and vice versa, in a live situation using technology: Unit Number: J/505/2880

IBSLBILS3: Provide a sight translation into British Sign Language from English: Unit Number: R/505/2882

IBSLBILS4: Provide written information in English from a signed passage in British Sign Language :Unit Number: Y/505/2883

All four units can be achieved separately, but the full Level 4 Certificate in Bilingual Skills (BSL/English) can only be given if there is a PASS in each unit. Assessment procedures are detailed on the relevant unit pages. The Total Qualification time is 100 hours with a Guided Learning element of 60 hours. We show below how Total Qualification Time is worked out:



Qualification Objectives

At the end of the qualification, learners can:

- Handle most aspects of their day-to-day work, including the unpredictable;
- Understand and use relevant information technology;
- Provide translations of written text into British Sign Language;
- Draft written text from signed passages.

These objectives relate to the National Occupational Standards (2010) at Level 4 as developed by CILT.

Target Group

The Level 4 Certificate in Bilingual Skills (BSL/English) is suitable for those who:

- Wish to acquire relevant skills as part of a programme of professional development, for example, as a Personal Communication Assistant in a deaf-related work environment;
- Wish to progress from the Level 3 Certificate;

Note: It is stressed that this is not an interpreter qualification.

Entry Requirements

It is essential for this qualification that entrants should have:

- The IBSL Level 3 Certificate in BSL Studies (or equivalent)
- An 'A' Level equivalent in written and spoken English

Progression Routes

Upon completion of this qualification, learners may wish to progress to:

- A full Level 4 BSL Studies qualification
- A Level 6 or interpreting qualification.

Assessment Guidelines

As this qualification encompasses tasks that would normally happen in a Learner's typical working day, the assessments should ideally be real-live working scenarios and the evidence provided in the form of a statement. However, for moderation purposes and to provide filmed evidence, some assessments can be simulated.

When completed, assessment papers should be stored in a coursework file, or a computer e-file.

Good teaching practice would be to work through all units at the same time, covering all the issues in a global context.

Unit Specification: IBSLBILS1

Relay Information from Spoken English into British Sign Language, and vice versa, in a live situation

(Unit accreditation number: R/505/2879)

Unit Summary and Assessment Criteria

Unit Summary

The aim of this unit is for learners to demonstrate they are able to understand detailed information from a day-to-day range of sources which would occur in most aspects of work-related and social contexts, for example greeting a caller coming into the office to make an enquiry which only the Deaf person can respond to. Such a scenario might typically last from two minutes up to ten minutes. Another scenario might be where the learner is with the Deaf person in a public area where an announcement is made over a public address system, and the learner needs to relay this information to the Deaf person. The learner will be able to adapt the style and formality or informality of the language.

Relevance to National Standards

This unit relates to both the National Occupational Standards for Languages and Translation at Level 4, and is at Level 4 on the Qualification and Credit Framework (QCF). These standards are equivalent to a Higher National Certificate, Level 4 of the European Qualifications Framework (EQF), and to Level 7 on the Scottish Credit and Qualifications Framework (SCQF).

Topics and Content:

The topics and content of any learning on this unit by the learners are expected to be wide-ranging, with vocabulary that is sufficiently technical as to be unpredictable. The key aspect of this unit is that learners should be able to manage the delivery of BSL at normal speed in a normal day-to-day work activity.

It is important to note that the key activity in this unit is the **relaying** of information from English to BSL or from BSL to English. The activity should **not** be constituted as **interpreting**.

Learning outcomes and assessment criteria for the IBSLBILS1 unit

Learning Outcomes, On completion of this unit, the Learner will...	Assessment Criteria On completion of this unit, the Learner can...
1.Be able to relay information from and into English in a two-way communication situation	1.1 Relay information without any important omissions, distortions or errors that would distort the original meaning
2.Be able to relay information using appropriate language structures	2.1 Use a range of vocabulary to convey meaning 2.2 Use grammatical constructions and specialist terminology where inaccuracies do not affect the original meaning or basic message 2.3 Be understood regardless of a strong regional variation or some pronunciation errors
3. Be able to relay information using modes and techniques to deliver effective communication between the language users of both languages	3.1 Be competent within their area of expertise 3.2 Express points with sufficient confidence and politeness 3.3 Express him/herself with only occasional hesitation 3.4 Show cultural awareness

IBSL Level 4 Award in Bilingual Skills (BSL/English)

Unit IBSLBILS1

ASSESSMENT SPECIFICATION

The unit will be assessed by three instruments of assessment, each of which will focus on separate areas requiring the learner to demonstrate competence in comprehension skills in the use of BSL.

Assessment 1 (and identified as such in the coursework file) will consist of a normal impromptu daily task which requires the learner to relay information to the Deaf person, and vice versa. The task should be of a minimum of two minutes and a maximum of five minutes and should be carried out in the presence of a work colleague or other person who is able to witness the task, and complete the approved Witness Observation Record sheet.

The Witness Observation sheet should note the achievement of the learner and be signed by both the witness and the learner and be inserted in the coursework file (or *e-file*) as evidence of their achievement.

Assessment 2 (and identified as such in the coursework file) will consist of the relay of a simulated public address message in a recording provided by IBSL. The recording will be for between 30-45 seconds and the learner will need to be filmed relaying the message contained in the recording to the Deaf person with reasonable accuracy without too many important omissions. The filmed task should be sent to IBSL to be externally marked.

Assessment 3 (and identified as such in the coursework file) will consist of a simulated daily task which requires the learner to relay information to the Deaf person from another work colleague who comes to the Deaf person either to ask for information, advice or instructions **OR** to provide that Deaf person with information, advice or instructions relating to a normal day-to-day occurrence, and vice versa. The task should be of a minimum of two minutes and a maximum of five minutes, and should be filmed and sent to IBSL to be externally marked.

Please also see the Assessment Overview at the end of this Qualification Specification.

IBSL Level 4 Award in Bilingual Skills (BSL/English)

Unit IBSLBILS1

ASSESSMENT REGULATIONS

1. Registration of Learners

Registration of learners for this unit, together with the appropriate fees, will be required at the start of the programme, using the Learner Registration form provided on IBSL's Online Portal. The Learner Registration form must show the Learner's date of birth, and the anticipated date of the first assessment. Centres are expected to secure their Learner's unique ID numbers (ULN's) when registering their learners.

Centres authorised by IBSL to pay by invoices may register their Learners online as appropriate.

2. Acknowledgement of Learner Registration

Upon receipt of the Learner Registration Form(s), IBSL will send to the Centre Application for Achievement forms.

Additional learners may be registered for the Unit after this point upon payment of the Late Entry fee as stated in the Fees Policy. Any Learner not completing the unit forfeits their fee.

3. Reasonable Adjustments

Centres that request a reasonable adjustment on behalf of their Learner(s) should complete a Reasonable Adjustment form (a copy of this can be found on IBSL's Online Portal) and returned to IBSL with the Learner Registration Form. IBSL will contact the Centre within two weeks to indicate whether the request has been approved.

Please note that as this qualification is a Level 4, Reasonable Adjustment requests will be limited in range for Learners unless that Learner is dyslexic and requires coloured paper. Other requests will be considered upon application.

4. Witnesses

It is the responsibility of Centres to agree to the use a suitably qualified witness to observe Assessment 1 and complete the Witness Observation Record sheet as a true reflection of the Learner's competence in the impromptu task carried out. The name and experience of the witness should be provided on the relevant document issued by IBSL.

5. Carrying out assessments

All assessments must be carried out under appropriate 'examination conditions' for assessments 2 & 3, and no Learner must receive help from anyone during the assessment. The appropriate Learner Assessment Record form should be signed to confirm this.

All assessments are carried out at a time agreed by the Centre, the Learner and IBSL.

6. The assessment room

'Examination conditions' for Assessments 2 & 3 of this unit mean that the assessment room:

- Must be identified by an appropriate sign outside the room;
- Must not contain displays of material which could assist the Learner;
- Must be set up correctly for each assessment, taking into account the lighting, the background and the position of the participants.

'Examination conditions' also mean that:

- Mobile telephones must be switched off;
- Each learners' ID must be confirmed;
- Learners are supervised throughout the assessment;
- There is no distraction or disturbance during the assessment.

7. Misconduct

If the assessor or assessment co-ordinator observes any misconduct, the assessment must be stopped immediately, and complete the Misconduct Report Form (available from the IBSL Online Portal).

The time of the action must be noted, and the Learner informed of the procedure. The Application for Achievement should be annotated with a brief statement describing the incident.

8. Emergencies

If there is an emergency, e.g. fire alarm, the assessment room must be evacuated immediately in accordance with the instructions of the appropriate authority, and a report detailing the time and date of the incident sent to IBSL.

Depending on the circumstances, the assessment may be:

- (a) Resumed if there has been no breach of assessment security, or
- (b) Cancelled to be rearranged at a later date or
- (c) If the assessment was almost completed, a Special Consideration form should be completed on behalf of the Learner(s).

9. After the assessment

It must be ensured that the Application for Achievement form is correctly completed and that all learners have checked their names are spelt correctly, and that they have signed the form. The form is then sent to IBSL within 7 days of the assessment taking place, together with the relevant filmed clip.

10. Moderation

IBSL will carry out moderation of all assessments as appropriate at source.

11. Issue of results

IBSL will issue the results of the combined assessments within 28 working days of the final assessments taking place, together with any forms or certificates for onward forwarding to the learners.

12. Appeals and retention of evidence

All assessment material will be retained by IBSL for a period of six months in case of any appeal, which should be done in accordance with the Appeals Policy as stated in the IBSL website.

13. External Examiners

This qualification is not subject to a mandatory visit by an External Examiner. However an IBSL External Examiner will be responsible for the desktop marking of some, if not all, of the coursework files and assessments off-site.

Unit Specification: IBSLBILS2
Relay Information from Spoken English into British Sign Language, and vice versa,
in a live situation using technology
(Unit accreditation number: J/505/2880)

Unit Summary and Assessment Criteria

Unit Summary

The aim of this unit is for learners to demonstrate competence in communicating detailed information on day-to-day aspects of work-related and social contexts when using telecommunications technology. Telephonic calls might typically last from two minutes up to ten minutes. The learner will be able to adapt the style and formality or informality of the language when using the telecommunication device acting on behalf of the Deaf person.

Relevance to National Standards

This unit relates to both the National Occupational Standards for Languages and Translation at Level 4, and is at Level 4 on the Qualification and Credit Framework (QCF). These standards are equivalent to a Higher National Certificate, Level 4 of the European Qualifications Framework (EQF), and to Level 7 on the Scottish Credit and Qualifications Framework (SCQF).

Topics and Content:

The topics and content of any learning on this unit by the learners are expected to be wide-ranging, with vocabulary that is sufficiently technical as to be unpredictable. The key aspect of this unit is that learners should be able to manage the delivery of BSL at normal speed in a normal day-to-day work activity.

It is important to note that the key activity in this unit is the **relaying** of information from English to BSL or from BSL to English. The activity should **not** be constituted as **interpreting**.

Telecommunication Devices

Telecommunication devices acceptable for use in this unit include all types of landline handsets which must have headsets or hands-free options, mobile phones with the same criteria, use of computers with headsets using Skype or other types of software where the person at the other end of the telephone call is NOT using BSL.

Learning outcomes and assessment criteria for the IBSLBILS2 unit

Learning Outcomes, On completion of this unit, the Learner will...	Assessment Criteria On completion of this unit, the Learner can...
1. Be able to relay information from and into English in a two-way communication situation, using telephone headsets or hands-free telephones, or any other telecommunication means, e.g. Skype, where voice communication is in use (NOT signed communication)	1.1 Relay information without any important omissions, distortions or errors that would distort the original meaning
2. Be able to relay information using appropriate language structures	2.1 Use a range of vocabulary to convey meaning 2.2 Use grammatical constructions and specialist terminology where inaccuracies do not affect the original meaning or basic message 2.3 Be understood regardless of a strong regional variation or some pronunciation errors
3. Be able to relay information using modes and techniques to deliver effective communication between the language users of both languages within a technological context	3.1 Be competent within their area of expertise 3.2 Express points with sufficient confidence and politeness 3.3 Express him/herself with only occasional hesitation 3.4 Show cultural awareness in the use of telecommunication technology

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Unit IBSLBILS2

ASSESSMENT SPECIFICATION

The unit will be assessed by three instruments of assessment, each of which will focus on separate areas requiring the learner to demonstrate competence in comprehension skills in the use of BSL.

The first assessment of this unit **(to be identified in the coursework file as Assessment 4)** will consist of a normal impromptu telephone call which requires the learner to relay information to the Deaf person, and vice versa. The task should be between minimum of two minutes and a maximum of five minutes and should be carried out in the presence of a work colleague or other person who is able to witness the task, and complete the approved Witness Observation Record sheet.

The Witness Observation sheet should note the achievement of the learner and be signed by both the witness and the learner and be inserted in the coursework file (or *e-file*) as evidence of their achievement.

The second assessment of this unit **(to be identified in the coursework file as Assessment 5)** will consist of a simulated telecommunication task which requires the learner to relay information, advice or instructions to the Deaf person **OR** enable that Deaf person to provide a third party information, advice or instructions relating to a normal day-to-day occurrence, and vice versa. The task should be of a minimum of two minutes and a maximum of five minutes, and should be filmed and sent to IBSL to be externally marked.

Please also see the Assessment Overview at the end of this Qualification Specification.

IBSL Level 4 Award in Bilingual Skills (BSL/English)

Unit IBSLBILS2

ASSESSMENT REGULATIONS

1. Registration of Learners

Registration of learners for this unit, together with the appropriate fees, will be required at the start of the programme, using the Learner Registration form provided on IBSL's Online Portal. The Learner Registration form must show the Learner's date of birth, and the anticipated date of the first assessment. Centres are expected to secure their Learner's unique ID numbers (ULN's) when registering their learners.

Centres authorised by IBSL to pay by invoices may register their Learners online as appropriate.

2. Acknowledgement of Learner Registration

Upon receipt of the Learner Registration Form(s), IBSL will send to the Centre Application for Achievement forms.

Additional learners may be registered for the Unit after this point upon payment of the Late Entry fee as stated in the Fees Policy. Any Learner not completing the unit forfeits their fee.

3. Reasonable Adjustments

Centres that request a reasonable adjustment on behalf of their Learner(s) should complete a Reasonable Adjustment form (a copy of this can be found on IBSL's Online Portal) and returned to IBSL with the Learner Registration Form. IBSL will contact the Centre within two weeks to indicate whether the request has been approved.

Please note that as this qualification is a Level 4, Reasonable Adjustment requests will be limited in range for Learners unless that Learner is dyslexic and requires coloured paper. Other requests will be considered upon application.

4. Witnesses

It is the responsibility of Centres to agree to the use a suitably qualified witness to observe Assessment 1 of this unit and complete the Witness Observation Record sheet as a true reflection of the Learner's competence in the impromptu task carried out. The name and experience of the witness should be provided on the relevant document issued by IBSL.

5. Carrying out assessments

Assessments must be carried out under appropriate 'examination conditions' for assessment 2 of this unit, and no Learner must receive help from anyone during the assessment. The appropriate Learner Assessment Record form should be signed to confirm this.

All assessments are carried out at a time agreed by the Centre, the Learner and IBSL.

6. The assessment room

'Examination conditions' for Assessment 2 of this unit mean that the assessment room:

- Must be identified by an appropriate sign outside the room;
- Must not contain displays of material which could assist the Learner;
- Must be set up correctly for each assessment, taking into account the lighting, the background and the position of the participants.

'Examination conditions' also mean that:

- Mobile telephones not in use in the assessment must be switched off;
- Each learners' ID must be confirmed;
- Learners are supervised throughout the assessment;
- There is no distraction or disturbance during the assessment.

7. Misconduct

If the assessor or assessment co-ordinator observes any misconduct, the assessment must be stopped immediately, and complete the Misconduct Report Form (available from the IBSL Online Portal).

The time of the action must be noted, and the Learner informed of the procedure. The Application for Achievement should be annotated with a brief statement describing the incident.

8. Emergencies

If there is an emergency, e.g. fire alarm, the assessment room must be evacuated immediately in accordance with the instructions of the appropriate authority, and a report detailing the time and date of the incident sent to IBSL.

Depending on the circumstances, the assessment may be:

- (a) Resumed if there has been no breach of assessment security, or
- (b) Cancelled to be rearranged at a later date or
- (c) If the assessment was almost completed, a Special Consideration form should be completed on behalf of the Learner(s).

9. After the assessment

It must be ensured that the Application for Achievement form is correctly completed and that all learners have checked their names are spelt correctly, and that they have signed the form. The form is then sent to IBSL within 7 days of the assessment taking place, together with the relevant filmed clip.

10. Moderation

IBSL will carry out moderation of all assessments as appropriate at source.

11. Issue of results

IBSL will issue the results of the combined assessments within 28 working days of the final assessments taking place, together with any forms or certificates for onward forwarding to the learners.

12. Appeals and retention of evidence

All assessment material will be retained by IBSL for a period of six months in case of any appeal, which should be done in accordance with the Appeals Policy as stated in the IBSL website.

13. External Examiners

This qualification is not subject to a mandatory visit by an External Examiner. However an IBSL External Examiner will be responsible for the desktop marking of some, if not all, coursework files and assessments off-site.

**Unit Specification: IBSLBILS3:
Provide a sight translation into British Sign Language from English
(Unit accreditation number: R/505/2882)**

Unit Summary

In this unit, written documents are required to be translated at sight into oral or signed language. The Learner may be required to do this within the context his or her daily routine when a document is produced, the content of which needs to be translated at sight. Documents may include correspondence, brief reports, personal status certificates or information leaflets.

Entry Requirements for this Unit

Learners should have excellent language skills in two or more languages (at least one of which has written form) in order to complete this unit.

Relevance to National Standards

This qualification relates to the National Occupational Standards in Translation and the National Occupational Standards in Interpreting Incremental Change and is at Level 4 on the Qualification and Credit Framework (QCF). These standards are equivalent to a Higher National Certificate, Level 4 of the European Qualifications Framework (EQF), and to Level 7 on the Scottish Credit and Qualifications Framework (SCQF).

Learning outcomes and assessment criteria for the IBSLBILS3 unit

Learning Outcomes, On completion of this unit, the Learner will...	Assessment Criteria On completion of this unit, the Learner can...
1. Be able to give a complete sight translation of the contents of a document	1.1 Convey the sense of the original message 1.2 Translate information without omissions, inaccuracies or distortions that may lead to misunderstandings
2. Be able to translate at sight factual information as well as concepts and opinions	2.1 Translate the passage without inaccuracies that alter the original meaning 2.2 Paraphrase without distorting the meaning 2.3 Use vocabulary and specialist terminology within the Learner's area of expertise <i>Continued...</i>
3. Be able to translate at sight using modes and techniques to deliver effective communication	3.1 Display command of the language to deliver effective communication 3.2 Use comprehensible pronunciation and accent with only occasional lapses which do not impair meaning

IBSL Level 4 Award in Bilingual Skills (BSL/English)

Unit IBSLBILS3

Provide a sight translation into British Sign Language from English

ASSESSMENT SPECIFICATION

The unit will be assessed by two instruments of assessment consisting of sight translations of documents that cover two different areas of a typical day-to-day task.

The first assessment of this unit ***(to be identified in the coursework file as Assessment 6)*** should be of a letter consisting of between 150-200 words in length and contains sufficient language as to require a Deaf person to need translation. Examples could be from a bank advising of changes of conditions to an account or a letter from a NHS agency advising the Deaf person that s/he requires a blood test or an appointment for a flu jab.

The second assessment of this unit ***(to be identified in the coursework file as Assessment 7)*** should consist of a typical hotel or airline booking confirmation, perhaps stating cancellation conditions or types of baggage that may be allowed in the cabin of the airplane.

In both cases, the Deaf person is required to sign a statement that s/he has understood the translation.

Please also see the Assessment Overview at the end of this Qualification Specification.

**Unit Specification: IBSLBILS3:
Provide a sight translation into British Sign Language from English**

ASSESSMENT REGULATIONS

1. Registration of Learners

Registration of learners for this unit, together with the appropriate fees, will be required at the start of the programme, using the Learner Registration form provided on IBSL's Online Portal. The Learner Registration form must show the Learner's date of birth, and the anticipated date of the first assessment. Centres are expected to secure their Learner's unique ID numbers (ULN's) when registering their learners.

Centres authorised by IBSL to pay by invoices may register their Learners online as appropriate.

2. Acknowledgement of Learner Registration

Upon receipt of the Learner Registration Form(s), IBSL will send to the Centre Application for Achievement forms.

Additional learners may be registered for the Unit after this point upon payment of the Late Entry fee as stated in the Fees Policy. Any Learner not completing the unit forfeits their fee.

3. Carrying out the assessments

Assessments for this unit may be made independently of the teacher assessor and shall be accepted so long as a Witness Observation Statement is completed.

4. Misconduct

If the assessor or assessment co-ordinator observes any misconduct or any attempt at fraud in carrying out these assessments, the incident should be recorded and IBSL advised. The Application for Achievement should be annotated with a brief statement describing the incident.

5. After the assessment

It must be ensured that the Application for Achievement form is correctly completed and that all learners have checked their names are spelt correctly, and that they have signed the form. The form is then sent to IBSL within 7 days of the assessment taking place, together with the written samples used in the assessment and the Witness Observation Record, if appropriate.

IBSL will issue the results of the combined assessments within 28 working days of the final assessments taking place, together with any forms or certificates for onward forwarding to the learners.

Unit Specification: IBSLBILS4:
Provide written information in English from a signed passage in
British Sign Language
(Unit accreditation number: Y505/2883)

Unit Summary

Learners are required to translate signed passages in BSL into formal correspondence or brief reports.

It is recommended learners who are doing this unit should have excellent language skills in two or more languages (at least one of which has written form) and would like to either develop or to accredit the skills needed to work in a deaf-related environment. They should be competent and/or familiar with the different styles used in formal business correspondence and reports structures.

Entry Requirements for this Unit

Learners should have excellent language skills in two or more languages (at least one of which has written form) in order to complete this unit.

Relevance to National Standards

This qualification relates to the National Occupational Standards in Translation and the National Occupational Standards in Interpreting Incremental Change and is at Level 4 on the Qualification and Credit Framework (QCF). These standards are equivalent to a Higher National Certificate, Level 4 of the European Qualifications Framework (EQF), and to Level 7 on the Scottish Credit and Qualifications Framework (SCQF).

Learning outcomes and assessment criteria for the IBSLBILS4 unit

Learning Outcomes, On completion of this unit, the Learner will...	Assessment Criteria On completion of this unit, the Learner can...
1. Be able to give a complete written translation of the contents of a signed passage (i.e. in the form of a letter and/or report)	1.1 Convey the sense of the original signed passage 1.2 Translate information without omissions, inaccuracies or distortions that may lead to misunderstandings
2. Be able to provide a written translation of factual information as well as concepts and opinions	2.1 Translate the signed passage without inaccuracies that alter the original meaning <i>Continued...</i> 2.2 Paraphrase into written English without distorting the meaning 2.3 Use vocabulary and specialist terminology

	within the Learner's area of expertise
3. Be able to provide a written translation of a signed passage using modes and techniques to deliver effective communication	<p>3.1 Display command of the language to deliver effective communication</p> <p>3.2 Create a written letter and/or report in English from a signed passage which sets out the letter and/or report in a structured format, both informally and formally.</p>

IBSL Level 4 Award in Bilingual Skills (BSL/English)

Unit IBSLBLS4

Provide written information in English from a signed passage in British Sign Language

ASSESSMENT SPECIFICATION

This unit's learning outcomes will be assessed by two instruments of assessment consisting of written translations of signed passages that relate to two different areas of a typical day-to-day task.

The first assessment of this unit ***(to be identified in the coursework file as Assessment 8)*** should be of a letter consisting of between 150-200 words in structured in a formal business-style format taken from a signed passage in BSL delivered by a Deaf person.

This assessment should be witnessed and a copy of the letter attached to the Witness Observation Report and sent to IBSL.

The second assessment of this unit ***(to be identified in the coursework file as Assessment 9)*** should consist of a typical business report, properly structured in a formal and accepted business format, taken from a signed passage in BSL delivered by a Deaf person. The report should be of approximately two A4 pages or 650/750 words in length.

The Deaf person in this assessment should be filmed signing the report (with the Learner also in the frame) and the filmed clip sent to IBSL to be marked together with the typed-up report. The name of the Learner and his/her ULN or SCN should be put at the bottom of the report.

Please also see the Assessment Overview at the end of this Qualification Specification.

Unit Specification: IBSLBILS4:
Provide written information in English from a signed passage in
British Sign Language

ASSESSMENT REGULATIONS

1. Registration of Learners

Registration of learners for this unit, together with the appropriate fees, will be required at the start of the programme, using the Learner Registration form provided on IBSL's Online Portal. The Learner Registration form must show the Learner's date of birth, and the anticipated date of the first assessment. Centres are expected to secure their Learner's unique ID numbers (ULN's) when registering their learners.

Centres authorised by IBSL to pay by invoices may register their Learners online as appropriate.

2. Acknowledgement of Learner Registration

Upon receipt of the Learner Registration Form(s), IBSL will send to the Centre Application for Achievement forms. Additional learners may be registered for the Unit after this point upon payment of the Late Entry fee as stated in the Fees Policy. Any Learner not completing the unit forfeits their fee.

3. Carrying out the assessments

Assessments for this unit may be made independently of the teacher assessor. One assessment shall be accepted so long as a Witness Observation Statement is completed, and the other is filmed and sent to IBSL together with the typed-up report, plus the Achievement for Application form.

4. Misconduct

If the assessor or assessment co-ordinator observes any misconduct or any attempt at fraud in carrying out these assessments, the incident should be recorded and IBSL advised. The Application for Achievement should be annotated with a brief statement describing the incident.

5. After the assessment

It must be ensured that the Application for Achievement form is correctly completed and that all learners have checked their names are spelt correctly, and that they have signed the form. The form is then sent to IBSL within 7 days of the assessment taking place, together with the appropriate documentation referred to in sub-clause 3 above.

IBSL will issue the results of the combined assessments within 28 working days of the final assessments taking place, together with any forms or certificates for onward forwarding to the learners.

Assessment Overview

Note: Assessments are numbered for convenience so that they can be tracked, and matched by IBSL. They do not have to be done in sequential order - they can be done in any order and at any time provided that the total number of assessments is completed by the end-date specified in the Application for Achievement forms.

Assessment No.	Assessment Specification	Method of Assessment
1	Assessment 1 of unit BLS1: impromptu relay of information in a daily task	Witness Observation Record sheet (WOR) to be completed by the Teacher-Assessor and filed in Coursework file.
2	Assessment 2 of unit BLS1: filmed relay of a public address message.	Filmed clip to be sent to IBSL for marking with the coursework file.
3	Assessment 3 of unit BLS1: filmed relay of a simulated daily task.	Filmed clip to be sent to IBSL for marking with the coursework file.
4	Assessment 1 of unit BLS2: impromptu relay of a telephone call.	Witness Observation Record sheet (WOR) to be completed by the Teacher-Assessor and filed in Coursework file.
5	Assessment 2 of unit BLS2: filmed relay of telecommunication task.	Filmed clip to be sent to IBSL for marking with the coursework file.
6	Assessment 1 of unit BLS3: translation into BSL of a letter.	WOR completed by independent witness, and also signed by Deaf person to indicate s/he understood the translation. To be filed in the coursework file.
7	Assessment 2 of unit BLS3: translation into BSL of a typical booking form stating conditions of the booking	WOR completed by independent witness, and also signed by Deaf person to indicate s/he understood the translation. To be filed in the coursework file.
8	Assessment 1 of unit BLS4: Translation from BSL into a letter	WOR completed by independent witness and copy of letter attached to the WOR. Both to be filed in the coursework file.
9	Assessment 2 of unit BLS4: Translation from BSL into a report, and filmed.	Film & copy of the typed-up report to be sent to IBSL for marking with the coursework file.

Note: Filmed sequences should be on USB, DVD or in computer file uploaded to Dropbox, **NOT** video-tapes.

WITNESS OBSERVATION RECORD (WOR)

This form is to be used to record Learner achievements in Assessments 1, 4, 6, 7, 8 of the Level 4 Certificate in Bilingual Skills (BSL/English). Will the witness please sign and complete the appropriate box(es) and return to IBSL in the coursework file together with relevant attachments.

Assessment Ref.	Description
<p>1</p> <p>4</p> <p>(Circle as appropriate)</p>	<p>Witness Statement: I confirm that the Learner named above has carried out an impromptu relay of information of a daily task/telecommunication daily task as specified in the Assessment Specification (delete or circle as appropriate)</p> <p>Signed: _____ Role: _____ (Name of Witness in block letters) (Work colleague/manager Teacher-assessor)</p> <p>Date: _____</p>
<p>6</p> <p>7</p> <p>(Circle as appropriate)</p>	<p>Witness Statement: I confirm that the Learner named above has carried out a translation into BSL of a letter/report as specified in the Assessment Specification. (Delete or circle as appropriate)</p> <p>Signed: _____ Role: _____ (Name of Witness in block letters) (Work colleague/manager Teacher-assessor)</p> <p>Date: _____</p> <p>Signed by Deaf user to indicate the translation is understood: _____ (Name in Block letters):</p>
<p>8</p>	<p>Witness Statement: I confirm that the Learner named above has carried out a translation from BSL a written, formal letter as specified in the Assessment Specification.</p> <p>Signed: _____ Role: _____ (Name of Witness in block letters) (Work colleague/manager Teacher-assessor)</p> <p>Date: _____</p> <p><i>Note: A copy of the relevant letter is attached.</i></p>