



'Promoting Quality in British Sign Language'

Qualification Specification

Level 1 Award in British Sign Language Studies

QAN: 501/1279/X

Version: 2018-19



'Promoting Quality in British Sign Language'

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Qualification Specification

IBSL Level 1 Award in British Sign Language Studies

RQF Accreditation Number: 501/1279/X

IBSL Qualification Reference: IBSL1A

Qualification Aim

This qualification aims to enable Learners to develop suitable and sufficient skills to communicate with Deaf people in British Sign Language (BSL) on everyday topics in accordance with the National Language Standards at Level 1.

Qualification Structure

The qualification is divided into three units as follows:

IBSL1A1: Receptive Skills in British Sign Language

Unit Number: T/601/9643

IBSL1A2: Descriptive Skills in British Sign Language

Unit Number: A/601/9644

IBSL1A3: Conversational Skills in British Sign Language

Unit Number: F/601/9645

All three units can be achieved separately, but the full Level 1 Award in British Sign Language can only be given if there is a PASS in each unit.

Unit Code	Guided Learning Hours (GLH)	Additional Study Hours	Total Qualification Time (TQT)	Credits at Level 1
IBSL 1A1	22	8	30	3
IBSL 1A2	22	8	30	3
IBSL 1A3	22	8	30	3
Total	66	24	90	9

Guided Learning Hours (GLH) includes assessment time. Additional Study Hours includes homework, practise and private study. The Total Qualification Time (TQT) is **90** hours.

Qualification Objectives

At the end of the qualification, Learners will be able to:

- Understand narrations of simple information presented to them in BSL
- Develop the ability to describe events, issues or matters in BSL, particularly at work, school or college
- Engage in simple conversation with Deaf people, both in social situations and in the workplace or at school/college.

These objectives relate to the National Language Standards at Level 1

Target Group

The Level 1 Award in BSL Studies is suitable for those who:

- Wish to acquire basic British Sign Language skills for the purpose of holding simple communication with Deaf people, including by family, friends and colleagues;
- Need to acquire BSL skills as part of a programme of study or professional development;
- Are studying for personal development with a view to future employment.

Entry Requirements

No previous experience of British Sign Language is required for entry into a programme leading to the Level 1 Award in BSL Studies.

Progression Routes

Upon completion of this qualification, Learners may progress as follows:

- IBSL Level 2 Certificate in British Sign Language Studies

Assessment

The assessment for each unit is different. It is recommended that the first unit, IBSL1A1, should be taken first, before Units IBSL1A2 and IBSL1A3.

Units IBSL1A2 and IBSL1A3 are to be recorded on film to online storage and will be checked by an External Examiner at IBSL.

Unit Specification: IBSL1A1
Receptive Skills in British Sign Language
(RQF Accreditation Number: T/601/9643)

Unit Summary and Assessment Criteria

Topics and Content: Mandatory

- **Meeting people** (identifying common courtesies and information, understanding simple question forms, and the fingerspelling names & places)
- **Work, school and/or college** (identifying types of work or educational institutions, occupations or courses being learnt, length of time worked or number of years in school/college, e.g. final year)
- **Using numbers** (use of local numbering systems for counting people, things, telling the time, age and currency variants)
- **Weather** (identifying comments about the weather and seasonal variants)
- **Instructions and Directions** (being able to understand instructions and directions of what to do/where to go/how to do something)
- **Opinions and Ideas** (understanding the difference between facts and ideas/opinions in simple descriptions or statements)
- **Use of simple linking conventions and prepositions** (i.e. *use of sign structures linking words and phrases*)
- **Signing Structure** (understanding placement, use of verbs & phrases, non-manual features, sign order, handshapes, direction, orientation)

Comprehension Skills (Mandatory)

- Learners should demonstrate they can understand their teacher and others, answer questions correctly, and can read fingerspelling and BSL delivered at a pace and flow appropriate to the level;
- Learners should be able to differentiate between facts and ideas/opinions in brief statements or descriptions;
- Learners should demonstrate they can understand instructions being given to them, using appropriate placement, orientation and location of signs, and use of simple directional verbs.

IBSL Level 1 Award in British Sign Language Studies

Unit IBSL1A1: Receptive Skills in British Sign Language

ASSESSMENT SPECIFICATION

Assessment 1 (IBSL1A1) This is the Receptive Skills Assessment.

The assessment material will be supplied by IBSL in the form of an USB (This USB **must not** be copied)

The Learners will be required to complete a multiple-choice question and answer paper supplied by IBSL.

On completion of the Receptive Skills assessment, the **Application for Achievement Form** is to be signed by the Teacher/Assessor.

This assessment will be for **20 minutes**, once the video clip on the USB has started, it must be played through to its end.

Note: IBSL intends to develop e-assessments in the future but they are currently still in course of development. Until these are developed, IBSL will be using an assessment in USB format. Learners' answers will be in paper-based format.

After completion of the assessment, the Teacher/Assessor or the Centre is required to send the following to IBSL within **10 working days**:

- The Learners completed **Question and Answer papers** and the **USB**
- The signed **Application for Achievement Form**

The Centre is to retain copies of the above for record purposes

The marking will be done by IBSL and the results sent to the Centre within **4-6 weeks**.

The pass mark for this assessment is **67%**.

See Appendix A for **Level 1 BSL Assessment Overview**

See Appendix B for **Assessment Regulations**

Unit Specification: IBSL1A2

Descriptive Skills in British Sign Language

(RQF accreditation number: A/601/9644)

Unit Summary and Assessment Criteria

Topics and Content: Mandatory

- **People and Personal Information, Issues, Events** (describing people, or issues such as current affairs, events such as holidays, birthdays, special occasions. Descriptions of people and personal information could include family information, work colleagues, work roles, pets.)
- **Descriptions using numbers** (describing people, in relation to age, time, money, or objects purchased in shops/food and drink, relating to travel and accommodation, e.g. 3-hour flight, villa with 5 bedrooms. Vocabulary range should also include such BSL terms as young, youngest, old, older, elderly, before, past, future, o'clock, parts of the hour, sign differences between pounds (money) and pounds (weight), locations and/or handshapes/hand-movements for age, time and money.)
- **Using the calendar** (Using information about 'when' and describing periods of the day/night, days of the week, months of the year, the seasons and special days of the year, yesterday, tomorrow, today, next week, weekend and so forth).
- **Signing Structure** (placement, use of verbs & phrases, non-manual features, sign order, handshapes, direction, orientation, signing space and fluency)
- **Use of simple linking conventions and prepositions** (i.e. *use of sign structures linking words and phrases*)
- **Work, school and/or college** (describing activities that happen at work, school or college, including products, services, training or learning activities.)
- **Expressing attitudes, opinions, likes and dislikes** (narrations using BSL terms such as good, bad, better, awful, worse, best, possible, impossible, agree/disagree, upset, disappointed, worried and so on).

Production Skills (Mandatory)

- Learners should demonstrate they can sign at an appropriate pace and flow, using signing space correctly, fingerspell correctly and with reasonable speed, and use a range of vocabulary relevant to the unit.
- Learners should demonstrate that when providing statements or descriptions in a narrative mode, they are able to use simple, set phrases that link the content of their narrations to everyday activities.
- All narrations must contain clear factual information, instructions or descriptions in proper sequence.

Learning Outcomes and Assessment Criteria for the IBSL1A2 Unit

Learning Outcomes	Assessment Criteria
1. Be able to provide simple, prepared statements or descriptions in British Sign Language of personal, social or work-related facts.	1. Provide a simple, prepared statement containing standard work-related information, i.e. products, services, orders, quantities OR personal/social-related facts.
2. Be able to express everyday emotions and preferences, using a limited range of set phrases.	2. Provide a short, prepared description incorporating personal and/or social-related facts, ideas or opinions using everyday emotions or preferences (i.e. dislikes, likes)
3. Be able to provide a simple narration linked to the calendar	3. Describe a series of events linked to their own personal calendar.

IBSL Level 1 Award in British Sign Language Studies

Unit IBSL1A2: Descriptive Skills Assessment

ASSESSMENT SPECIFICATION

Assessment 2 (IBSL1A2) This is the Descriptive Skills Assessment.

This will be a 1:1 assignment between the Teacher/Assessor and the Learner using material that has been supplied by IBSL.

The assessment must be video-recorded in an approved format.

The assessment will be for the Learner to describe a personal or social everyday activity that enables emotions, attitudes or opinions to be expressed regarding the activity. The Teacher/Assessor may interrupt to clarify one or two points, but not to comment on, or discuss what is presented.

This assessment will be for **4-6 minutes**

The Teacher/Assessor is to complete **IBSL1A2 Mark Sheet** and sign the document accordingly.

On completion of the Descriptive Skills Assessment, the **Application for Achievement Form** is to be signed by the Teacher/Assessor.

After completion of the whole assessment, the Teacher/Assessor or the Centre is required to send the following to IBSL within **10 working days**:

- The Learners completed filmed evidence via **online storage**
- The completed and signed **IBSL1A2 Mark Sheet**
- The signed **Application for Achievement Form**

The Centre is to retain copies of the above for record purposes

The pass mark for this assessment is **36 points** (60%)

See Appendix A for **Level 1 BSL Assessment Overview**

See Appendix B for **Assessment Regulations**

Unit Specification: IBSL1A3

Conversational Skills in British Sign Language

(RQF accreditation number: F/601/9645)

Unit Summary and Assessment Criteria

Topics and Content: Mandatory

- **Meeting people** (exchanging common courtesies and information, using simple question forms, fingerspelling names & places, demonstrating clarification & turn-taking techniques and attracting attention. This includes giving and asking for information about people, *e.g. my wife is a school-teacher, what does your partner do?*)
- **Work, school and/or college** (name and type of work/educational institution, occupation or courses being learnt, length of time worked or number of years in school/college, *e.g. final year*)
- **Describing day-to-day activities of self and others** (functional information about social activities, or work, school or college, activities/tasks carried out daily at home, work, school or college using appropriate terminology)
- **Using numbers** (use of local numbering systems for social activities or work, school or college, *i.e. counting people, objects, telling the time*)
- **Food and drink** (descriptions of refreshment breaks and timings, favourite foods and meals and drink, types of food and drink)
- **Asking for and giving simple directions** (the relevant range of vocabulary should include exits, toilets, stairs, lifts, up, down, through doors, crossroads, roundabouts, T-junctions, traffic lights, bearing left/right, opposite [*i.e. as in opposite the Black Bear pub*], places like the post office, library, supermarket, bank.)
- **Use of simple linking conventions and prepositions** (*i.e. use of sign structures linking words and phrases*)
- **Signing Structure** (placement, use of verbs & phrases, non-manual features, sign order, handshapes, directional verbs, orientation, using timelines)

Comprehension and Production Skills (Mandatory)

- Learners should demonstrate they can understand their teacher and others, answer questions correctly, and can read fingerspelling;
- Learners should demonstrate they can sign at an appropriate pace and flow, using signing space correctly, fingerspell correctly and with reasonable speed, and use a range of vocabulary relevant to the unit.
- Learners should demonstrate they are able to use a wide range of sign-related phrases, verbs, adverbs and adjectives in the conversation.
- Learners should be aware of BSL conventions for interrupting, asking for clarification, greeting unfamiliar people and closing conversations.)

Learning Outcomes and Assessment Criteria for the IBSL1A3 Unit

Learning Outcomes	Assessment Criteria
<p>1. Be able to take part and follow simple, predictable conversations in British Sign Language.</p> <p>2. Be able to understand and make requests in British Sign Language.</p>	<p>1.1 Exchange common greeting courtesies in a social and work context.</p> <p>1.2 Use and understand simple, set phrases to exchange information about familiar personal or social or work-related matters.</p> <p>1.3 Use and understand simple, set phrases to express feelings, needs and preferences.</p> <p>1.4 Respond appropriately to questions, instructions or information from other participants in the conversation.</p> <p>2.1 Use and understand simple, set phrases to make or receive requests in order to clarify understanding, using appropriate question forms and signed conventions.</p>

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Unit IBSL1A3: Conversational Skills in British Sign Language

ASSESSMENT SPECIFICATION

Assessment 3 (IBSL1A3) This is the Conversational Skills Assessment.

This will be a conversation between the Learner and the Teacher/Assessor using material that has been supplied by IBSL.

The assessment should be video-recorded in an approved format.

The assessment should be set out in a way so that the Learner has opportunities to demonstrate both productive and receptive skills during the assessment and should continue until the Teacher/Assessor is satisfied that all the required performance criteria have been covered.

This assessment will be for **5-8 minutes**.

The Teacher/Assessor is to complete **IBSL1A3 Mark Sheet** and sign the document accordingly.

On completion of the Conversational Skills Assessment, the **Application for Achievement Form** is to be signed by the Teacher/Assessor.

After completion of the whole assessment, the Teacher/Assessor or the Centre is required to send the following to IBSL within **10 working days**:

- The Learners completed filmed evidence via **online storage**
- The completed and signed **IBSL1A3 Mark Sheet**
- The signed **Application for Achievement Form**

The Centre is to retain copies of the above for record purposes

The pass mark for this assessment is **36 points (60%)**

See Appendix A for **Level 1 BSL Assessment Overview**

See Appendix B for **Assessment Regulations**

KNOWLEDGE AND UNDERSTANDING LEVEL 1 AWARD IN BRITISH SIGN LANGUAGE

Knowledge and understanding is not assessed separately. It is achieved through the Assessment Criteria

Knowledge and understanding required for PREDICTABLE language proficiency at Level 1 as follows:

Competence Level:

- Limited range for familiar work and social purposes
- May be hesitant and inaccurate in unpredictable situations

Vocabulary	
K1	Simple set phrases and common words/signs in everyday use
K2	Common words/signs used in your work/social settings
K3	Simple everyday connectors in BSL (why through; means)
K4	Common set phrases expressing politeness (e.g. introductions and greetings, forms of address, leave-taking, mealtime conventions)
K5	Days of the week, months, time; yesterday, today and tomorrow
K6	Simple numerical terms (e.g. 1-100, prices, 24 hour clock, dates)
Grammatical Forms	
K7	Some common verbs (I /you/he/she/they ...)
K8	Simple ways to distinguish past, present and future events (e.g. using 'yesterday'; last year; or verb forms if appropriate)
K9	Simple ways to make positive and negative statements
K10	Common questions (e.g. Where? What time? Why? How many? What? Do you have a family?)
K11	Simple ways to <ul style="list-style-type: none"> • Give an opinion (e.g. It's good! Like/prefer; Don't like; It's awful!) • Ask permission ('Please can I?') • Give orders or instructions ('Sit down! This way! Look!')
Non-verbal Cultural Conventions	
K12	Key non-verbal polite conventions (greeting, spatial distance, touch, eye contact)
Reference Sources	
K13	How to use reference sources to find out or check meaning or accuracy (e.g. glossaries, dictionaries, phrase books, simple on-line resources).

IBSL Level 1 Award in British Sign Language Studies Assessment Overview

Assessment No	Assessment Description	Unit	Duration of Assessment	Marked By	Pass Mark
1 1A1	Receptive Skills: Learner to watch BSL video clip (USB). To answer questions from question paper (written paper) <i>USB and Question Paper issued by IBSL</i>	IBSL1A1	20 minutes	IBSL	67%
2 1A2	Joint 1:1 Descriptive Skills: Learner to describe a personal or social activity, followed by few questions from T/A <i>Assessment material issued by IBSL</i>	IBSL1A2	4-6 minutes	T/A	36 (60%)
3 1A3	Joint 1:1 Conversation: Learner and Teacher/Assessor to have a conversation. <i>Assessment material issued by IBSL</i>	IBSL1A3	5-8 minutes	T/A	36 (60%)

IBSL Level 1 Award in British Sign Language Studies Units IBSL1A1/IBSL1A2/IBSL1A3

ASSESSMENT REGULATIONS

1. Registration of Learners

Registration of Learners for these assessments, together with the appropriate fees, will be required at least 8 weeks prior to the assessment date, using the Learner Registration Form (LRF) provided on IBSL's Online Portal. The Learner Registration Form must be fully completed together with the assessment date(s) as required by IBSL

Centres have responsibility for obtaining Unique Learner Numbers (ULNs) from the Learning Records Service. IBSL is unable to process Registration of Learners without the ULN of each (SCN in Scotland).

(Please note the period required for consideration for reasonable adjustments when choosing assessment dates. *See clause 3 below*)

2. Acknowledgement of Learner Registration Form

Upon receipt of the Learner Registration Form(s), IBSL will then send an invoice to the Centre. Once payment has been received, assessment papers will be available to the Centre as follows:

For IBSL1A1 Assessment:

Receptive Skills Assessment papers will be available from IBSL Online Portal **4 weeks** before the assessment date.

IBSL will send USB with video clip to the Centre **4 weeks** before the assessment date.

For IBSL1A2 and IBSL1A3 Assessment:

Assessment papers will be available from IBSL Online Portal **4 weeks** before the assessment date.

No additional Learners may be registered for the assessment after this point; any Learner not completing the assessment forfeits their fee.

3. Reasonable Adjustments

Centres that request a Reasonable Adjustment on behalf of their Learner(s) must 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 advise whether the request has been approved and how the assessment will be carried out.

4. Teacher/Assessors

It is the responsibility of the Centre to appoint a suitably qualified Teacher/Assessor for these units. The Teacher/Assessor must have an appropriate Assessor qualification or equivalent. The Assessor does not have to be the Teacher, as long as that person also holds a recognised Assessor Certificate.

Each Assessor should attend IBSL's Annual Standardisation Meeting (ASM) to keep updated on the assessment procedures.

5. Carrying out Assessments

The assessment is carried out at a time agreed by the Centre, the Learner and IBSL. All assessments must be carried out under appropriate 'Examination Conditions' and no Learner must receive help from anyone during the assessment.

The Teacher/Assessor must complete and sign the **Application for Achievement Form** and **Mark Sheet Form** (where applicable) to confirm this.

For IBSL1A1 Assessment:

The assessment is to be carried out at a time agreed by the Centre, the Learner and IBSL.

For IBSL1A2 and IBSL1A3 Assessments:

The assessment is to be carried out at a time agreed by the Centre, the Learner and IBSL.

The whole of the assessment must be visually recorded by an approved means (by online storage), both the Learner and the Assessor being visible in the recording.

All participants' faces must be visible within the frame.

Each Learners completed assessment must be appropriately listed in a menu (online storage) for ease of access by the External Examiner who marks them at IBSL.

Each Learner must fingerspell their names at the start of the assessment.

A 'log' must be compiled of the online storage showing the order in which each Learner is assessed.

Centres may appoint an Invigilator to oversee the assessment.

6. The Assessment Room

'Examination conditions' 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, although Teacher/Assessors may have their own material to help them with the assessment
- Must be set up correctly for the viewing of the material, taking into account the lighting, the background and the position of the Learner.

'Examination conditions' also mean that:

- Mobile phones must be switched off
- Each Learners' ID must be confirmed
- All unauthorised items/materials/belongings are placed out of reach of the Learners
- Learners are informed they are subject to the rules of the assessment
- Teacher/Assessors must operate the recording equipment themselves
- Learners are supervised throughout the assessment
- There is no distraction or disturbance during the assessment

7. IBSL Forms

Only the official **IBSL Application for Achievement Form** and the **Mark Sheet Form** must be used.

These forms are available from IBSL Online Portal.

A separate **Mark Sheet Form** is required for each Learner.

No photocopies are permitted.

8. Misconduct

If the Teacher/Assessor or assessment co-ordinator observes any misconduct, the assessment must be stopped immediately, A **Misconduct Report Form** (available from IBSL website) must be completed

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

9. Emergencies

If an emergency should occur, 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).

10. After the Assessment

The **Application for Achievement Form** must be signed by the Teacher/Assessor or Invigilator and sent to IBSL within **10 working days** of the assessment taking place, the Centre retaining a copy for its records.

For IBSL1A1

All completed paper-based answer papers with the **Application for Achievement Form** must be sent to IBSL within **10 working days**. The USB must be returned and not be copied.

For IBSL1A2 AND IBSL1A3

IBSL1A2 and IBSL1A3 Mark Sheets must be correctly completed and signed by the Teacher/Assessor. The Learners USB or online storage recordings should be checked to ensure that they are viewable. Each Learners completed assessment must be appropriately listed in a menu (online storage) for ease of access by the External Examiner who marks them at IBSL.

The Teacher/Assessor or the Centre is required to send the following to IBSL within **10 working days**:

- The Learners completed filmed evidence via **online storage**
- The completed and signed **IBSL1A2/IBSL1A3 Mark Sheet**
- The signed **Application for Achievement Form**

The Centre is to retain copies of the above for record purposes

11. Issue of Results

IBSL will issue the results of the assessment within **4-6 weeks** of receiving the assessment papers, together with any forms or certificates for onward forwarding to the Learners.

12. Appeals and Retention of Evidence

The Centre must retain the Learners' USB or online storage evidence for a period of **12 months** following the visit of the External Examiner. In the event of an appeal against assessment decisions, IBSL may require access to this evidence.

In the event of an appeal against the assessment decision, please follow IBSL's Appeals Policy which can be found on IBSL website. IBSL may review the completed papers using a different External Examiner